

CELL Help Index

The help of CELL includes such commands as follows:

Command

<u>File Menu</u>	Open;¢save;¢print or send file.
<u>Edit Menu</u>	Edit cell, including copy;¢paste;¢clear operations.
<u>View menu</u>	Set CELL view.
<u>Table menu</u>	Set cell's property.
<u>Sheet menu</u>	Implement operation to page including insert;¢delete;¢perspective and so on.
<u>Data menu</u>	Deal with sheet data processing .
<u>Window menu</u>	Set window cascade or tile style.
<u>Help menu</u>	Provide the help using CELL.

File menu commands

The File menu offers the following commands:

<u>N</u> <u>e</u> <u>w</u>	Creates a new document.
<u>O</u> <u>p</u> <u>e</u> <u>n</u>	Opens an existing document.
<u>C</u> <u>l</u> <u>o</u> <u>s</u> <u>e</u>	Closes an opened document.
<u>S</u> <u>a</u> <u>v</u> <u>e</u>	Saves an opened document using the same file name.
<u>S</u> <u>a</u> <u>v</u> <u>e</u> <u>A</u> <u>s</u>	Saves an opened document to a specified file name.
<u>R</u> <u>e</u> <u>a</u> <u>d</u> <u>T</u> <u>e</u> <u>x</u> <u>t</u>	Open text style files.
<u>F</u> <u>i</u> <u>l</u> <u>e</u>	
<u>Q</u> <u>u</u> <u>e</u> <u>r</u> <u>y</u>	Open files of listed type.
<u>D</u> <u>a</u> <u>t</u> <u>a</u> <u>b</u> <u>a</u> <u>s</u> <u>e</u>	
<u>O</u> <u>u</u> <u>t</u> <u>p</u> <u>u</u> <u>t</u> <u>E</u> <u>x</u> <u>c</u> <u>e</u> <u>l</u>	Save file in Excel file style.
<u>F</u> <u>i</u> <u>l</u> <u>e</u>	
<u>O</u> <u>u</u> <u>t</u> <u>p</u> <u>u</u> <u>t</u> <u>T</u> <u>e</u> <u>x</u> <u>t</u>	Save file in text file style.
<u>F</u> <u>i</u> <u>l</u> <u>e</u>	
<u>O</u> <u>u</u> <u>t</u> <u>p</u> <u>u</u> <u>t</u>	Save file in HTML file style.
<u>H</u> <u>T</u> <u>M</u> <u>L</u> <u>F</u> <u>i</u> <u>l</u> <u>e</u>	
<u>J</u> <u>o</u> <u>i</u> <u>n</u> <u>F</u> <u>i</u> <u>l</u> <u>e</u>	Join multiple files to a file.
<u>S</u> <u>p</u> <u>l</u> <u>i</u> <u>t</u> <u>F</u> <u>i</u> <u>l</u> <u>e</u>	Split a file into multiple files.
<u>P</u> <u>a</u> <u>g</u> <u>e</u> <u>S</u> <u>e</u> <u>t</u>	Set page's header and footnote and margin.
<u>P</u> <u>r</u> <u>i</u> <u>n</u> <u>t</u> <u>S</u> <u>e</u> <u>t</u>	Set printer.
<u>P</u> <u>r</u> <u>i</u> <u>n</u> <u>t</u> <u>P</u> <u>r</u> <u>e</u> <u>v</u> <u>i</u> <u>e</u> <u>w</u>	Display document on screen in the type to be printed.
<u>P</u> <u>r</u> <u>i</u> <u>n</u> <u>t</u>	Print a document.
<u>P</u> <u>o</u> <u>i</u> <u>n</u> <u>t</u> <u>t</u> <u>o</u> <u>P</u> <u>o</u> <u>i</u> <u>n</u> <u>t</u>	Select a printer and connect to printer.
<u>S</u> <u>e</u> <u>n</u> <u>d</u>	Use e-mail to send current document.
<u>E</u> <u>x</u> <u>i</u> <u>t</u>	Quit CELL.

Edit menu commands

The Edit menu offers the following commands:

<u>U</u> <u>n</u> <u>d</u> <u>o</u>	Reverse previous editing operation.
<u>R</u> <u>e</u> <u>d</u> <u>o</u>	Cancel current undo operation.
<u>C</u> <u>u</u> <u>t</u>	Deletes data from the document and moves it to the clipboard.
<u>C</u> <u>o</u> <u>p</u> <u>y</u>	Copies data from the document to the clipboard.
<u>P</u> <u>a</u> <u>s</u> <u>t</u> <u>e</u>	Pastes data from the clipboard into the document.
<u>P</u> <u>a</u> <u>s</u> <u>t</u> <u>e</u> <u>w</u> <u>i</u> <u>t</u> <u>h</u> <u>t</u> <u>h</u> <u>e</u> <u>s</u> <u>a</u> <u>m</u> <u>e</u> <u>s</u> <u>i</u> <u>z</u> <u>e</u>	At the current position insert clipboard contents, replace current destination cell's contents.
<u>F</u> <u>i</u> <u>n</u> <u>d</u>	Find specified character, and select the first cell contains this character.
<u>F</u> <u>i</u> <u>n</u> <u>d</u> <u>N</u> <u>e</u> <u>x</u> <u>t</u>	Find next character that conforms to the find condition.
<u>R</u> <u>e</u> <u>p</u> <u>l</u> <u>a</u> <u>c</u> <u>e</u>	Find and replace the specified character or value in current document.
<u>L</u> <u>o</u> <u>c</u> <u>a</u> <u>t</u> <u>e</u>	Scroll page and select the specified cell.
<u>S</u> <u>e</u> <u>l</u> <u>e</u> <u>c</u> <u>t</u> <u>A</u> <u>l</u> <u>l</u>	Select all the cells in specified page.
<u>R</u> <u>e</u> <u>m</u> <u>o</u> <u>v</u> <u>e</u>	Remove the contents of specified cell.
<u>F</u> <u>i</u> <u>l</u> <u>l</u>	Fill cell.
<u>F</u> <u>i</u> <u>l</u> <u>l</u> <u>v</u> <u>e</u> <u>r</u> <u>t</u>	Fill specified areas' content into corresponding locations of each page.
<u>F</u> <u>i</u> <u>l</u> <u>l</u> <u>f</u> <u>o</u> <u>r</u> <u>m</u> <u>u</u> <u>l</u> <u>a</u>	Using referred quoting relation, copy top-left corner cell content of specified area into other
<u>s</u> <u>e</u> <u>r</u> <u>i</u> <u>a</u> <u>l</u>	cells of specified area.
<u>O</u> <u>p</u> <u>t</u> <u>i</u> <u>o</u> <u>n</u>	Set page's default size.

View menu commands

The View menu offers the following commands:

<u>Tool bar</u>	Shows or hides the toolbar.
<u>Col Row Label</u>	Show or hide Col row label.
<u>Background</u>	Specify the style of selected area.
<u>Fixed pane</u>	Set /Cancel the top-left cell of current cell frozen row and column.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Page Label</u>	Show or hide page label.
<u>Row Label</u>	Show or hide row label.
<u>Col Label</u>	Show or hide column label.
<u>Horizontal</u>	Show or hide horizontal scroll bar.
<u>Scroll bar</u>	
<u>Vertical</u>	Show or hide vertical scroll bar.
<u>Scrollbar</u>	

Table menu commands

<u>Cell</u>	Set cell style; alignment; font color; value format; border; input control.
<u>Size</u>	Set total number of rows and columns of cell.
<u>Row</u>	Change total number of row and row height.
<u>Col</u>	Change total number of column and column width.
<u>Insert Picture</u>	Set the directory and file name of inserted picture.
<u>Draw</u>	Set the line style to be drawn.
<u>Line/Remove Line</u>	
<u>Join Cell</u>	Combine the selected area into a cell.
<u>Unjoin Cell</u>	Separate the combined cell into discrete cells.
<u>Fit Row Height</u>	Change the row height to a suitable height to display the content of selected cell.
<u>Fit Col Width</u>	Change the column width to a suitable width to display the content of selected cell.

Sheet menu commands

<u>Page Label</u>	Page Label to specified page.
<u>Insert Page</u>	Insert specified amount of pages before current page.
<u>Delete Page</u>	Delete the page of specified page number.
<u>Append Page</u>	Append specified amount of pages to the last page.
<u>Output Page</u>	Output several pages into a file.
<u>Simple Sum</u>	Use the current page as a template, generate a summary page, and sum the selected cells of current page.
<u>Area Sum</u>	Sum the selected area of current page.
<u>Area Perspective</u>	Do the perspective in selected area, perspective sheet 1 shows the two dimension relation, perspective 2 shows the 3 dimension relation.
<u>Sort Page</u>	Change the order of pages, to be ascending or descending order.
<u>Query in Pages</u>	Query specified expression or value in pages.
<u>Query in Books</u>	Query specified expression or value in books.
<u>Lock Setting</u>	Set cell to be read only or none read.
<u>Lock</u>	Set current page with read only or none read lock.
<u>Unlock</u>	Unlock none read lock, then file can be read. Unlock read only lock, file can be read and changed.

Data menu command

<u>Input Formula</u>	Set formula to selected cell.
<u>Formula</u>	Set expression option to be mathematical expression or logical expression,
<u>Option</u>	show option to be formula value or formula expression.
<u>Set Sum</u>	When select an area, after set sum formula, sum the corresponding area of
<u>Formula</u>	all pages.
<u>Set 3d Expand</u>	Expand a 3d area (same location in many pages) data at current page by
<u>Formula</u>	set formula.
<u>Reference</u>	Reference audit including <u>Reference Cell</u> and <u>Subordinative Cell</u> .
<u>Audit</u>	
<u>Formula List</u>	Display the relation of formula list set, such as page label, and the row and
	column number of each formula and its value.
<u>Recalculate</u>	Recalculate all formula, update their values, includes <u>Recalculate Page</u> and
	<u>Recalculate Form</u>
<u>Data Rotate</u>	Rotate the selected area clockwise.
<u>Chart Guide</u>	Select data and make a chart.
<u>Sort Area</u>	Sort the value of selected area.
<u>Classify Sum</u>	Classify sum selected area. Sum type includes total; ¢count; ¢average; ¢max
	value and minimum value.
<u>Query Area</u>	Query in specified area.
<u>Condition</u>	
<u>Evaluate</u>	
<u>Round</u>	
<u>Balance</u>	
<u>Data Audit</u>	

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of closed windows.
<u>Window 1, 2, ...</u>	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

- Help Offers you an index to topics on which you can get help.
- Topics
- About Displays the version number of this application.

Input

Dynamically expand edit area

When the width of inputted content is beyond the cell's width, if in Common Toolbar "expand edit area" button is in pressed down state, default state, CELL will expand edit area to display more contents. If "expand edit area" button is in up state, inputted content will scroll to be displayed.

Intelligent input guide

When enter into cell edit state, if there is data in cell, cursor will locate after all the cell's data. Unless delete previously inputted content, or new inputted content will not overwrite previous content.

You can use up, down, left, right for arrow key to move cursor into a neighbor cell and enter into edit state. Tab key or Shift+Tab key can move cursor to left or right and enter into edit state.

You can use Return key to move cursor into a neighbor cell and enter into edit state, default is to right cell. When use cursor to change direction, you can use up, down, left, right four cursor key, Tab key or Shift+Tab key. Once change direction use one of these six keys, and next use return key to move cursor, cursor will follow the direction of these six key indicated, until you use one of these six keys to change direction. Thus, you can control cursor direction freely using return key and several direction key. When there are bulk data to be inputted, this method is efficient.

Random input

If there the data in CELL are irregular, you can use random input method. It is: mouse left key click none current cell (or it will enter into drag and drop state) and hold it, left hand use keyboard to input data. When finish inputting, move mouse to next cell to be inputted (left key is still held), then left hand input data. When mouse move to margin of cell, cell will scroll. This method is called random input method.

Above input method, only need some practice, and you will master the skill, then you will input data more efficient. It will save your energy.

In addition, in the cell property dialog, you can set the property of the inputted content, including minimum value and max value, automatically change the inputted letter into uppercase and so on.

Cell Scroll

Horizontal scroll bar: drag this scrollbar window can move in horizontal direction.

Vertical scroll bar: drag this scrollbar window can move in vertical direction.

Bottom-right scrollbar: This button locates in the bottom-right of window. That is the intersection of horizontal scroll bar and vertical scroll bar. Only when horizontal scroll bar and vertical scroll bar are displayed together, this button comes into view. With mouse left key held on this scrollbar button, you can move window bottom right. Right key is used to change direction. While moving, free left key, click right key, then left key holds this scrollbar button, window moves up left.

Formula and Expression

Cell: In CELL, column label letter row label number “ denote a cell, for example column label is “5E”, row label is “7”, it indicate a cell “E7” .

Cell has two types: number type and character type. The default colors to differentiate them are blue and black. The cell has formula is marked by brown.

Area: Rectangle area is denoted by “top left cell: bottom right cell”, for example: area covers cell A3;A4;A5;B3;B4;B5 is denoted as “A3:B5” .

Formula can only be set to cell not to area.

Input formula: Press key “=” in a cell ; click “input formula” button or use input formula command (Data menu) to invoke input formula dialog box. In dialog box, input expression in **Formula area** and you can get the help of how to use the function.

When set similar formula to a area, you can use **Fill formula serial** command (**Edit menu**).

All formula results can be refreshed by using **Formula recalculate** command (**Data menu**).

Expression: Cells of number style allow mathematical and logical calculating. Cells of character style allow comparison and addition calculating.

There must be space between logical character and other characters.

Use **Formula** command (**Data menu**), you can set the interpretation domain of expression by system.

New command (File menu)

Use this command to create a new document in CELL. Select the template you want to create in the Template dialog box.

You can add template yourself, find cell.exe's directory first, there is a directory named template here, place your cll file to the template directory, next time you create new file can use this cll file as a template. You can create sub directorys in template directory, then the template dialog will show a tree to select.

You can open an existing document with the Open command.

Shortcuts

Toolbar: 
Keys: CTRL+N

Open command (File menu)

Use this command to open an existing document in a new window. You can open multiple documents at once. Use the Window menu to switch among the multiple open documents. See [Window 1, 2, ... command](#).

You can create new documents with the [New command](#).

Shortcuts

Toolbar:



Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:

Drives

Select the drive in which CELL stores the file that you want to open.

Directories

Select the directory in which CELL stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Close command (File menu)

Use this command to close all windows containing the active document. CELL suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, CELL displays the Save As dialog box and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:



Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, CELL displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

Shortcuts

Toolbar: 
Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document. CELL displays the Save As dialog_box so you can name your document.

To save a document with its existing name and directory, use the Save command.

Read text file (File menu)

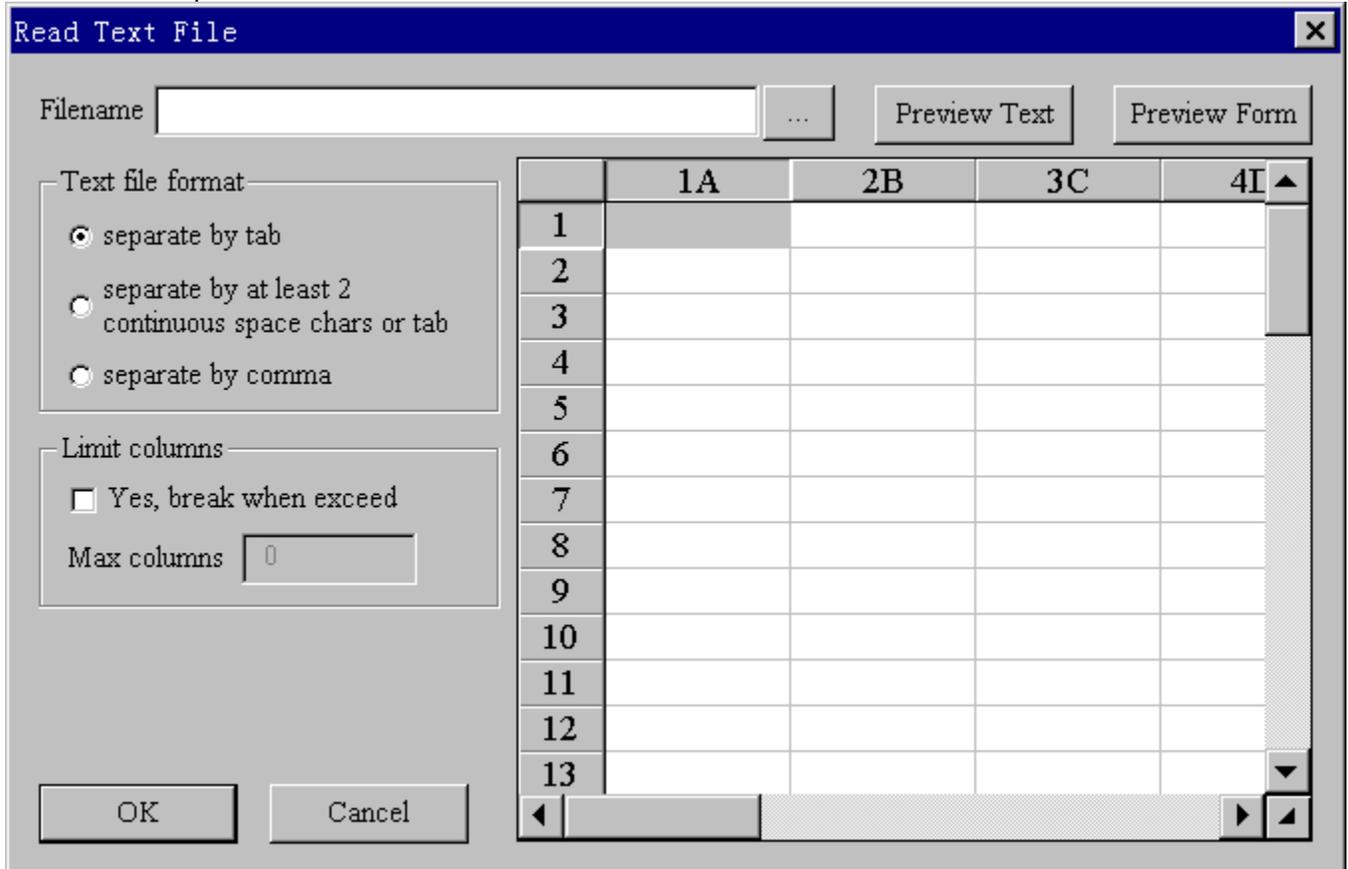
File name: input the directory and file name of which you want read.

Text file format: Set the format of how to separate cells.

Limit columns : Set whether set CELL number of columns , if, set the max number of columns .

Preview Text : show text file's content .

Preview Form: preview CELL file content after conversion.



Query database (File menu)

Source style: Select database style of which will be read in. CELL can open such styles and versions of database as: Accessfile (*.mdb); dBASEfile (*.dbf); Paradoxfile (*.db); Btrievefile (*.ddf); FoxProfile (*.dbf); Lotus 1-2-3file (*.wks; *.wk1; *.wk3; *.wk4); text file (*.txt); ODBCdata source ; Excelfile (*.xls).

Source database: input database directory and name , or you can use the right” ...” button to display”open file” dialog box, and select the source database.

Query table: When use such multiple table database as Access file; Excel file, select the sheet to be opened.

User defined query: You can use SQL language’s query sentence SELECT in database to select data.

Open button: After set” source database style” and “ source database name “ , use open button to open a database. When use Access file; Excel file such multiple table database, in”query raw data list” list, there is name list have all table name.

Use close button close opened database.

Query button: Press this button, query result is displayed in “data area” .

Data area: Show query result .

Print button: Print what “data area” shown query result .

Print preview button: Preview what “data area” shown query result .

Copy button: Copy what “data area” shown into clipboard, so you can paste them into CELL.

Database ✕

Source type: Access File (*.mdb) ▼ Open

Source database: ... Query

Query table: ▼

User defined query:

	1A	2B	3C	4D	5E	6F	▲
1							▼
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

Print Preview Copy Return

Output Excel file(File menu)

Save selected pages or area in an Excel style file.

Object file: input file name converted into Excel format file.

Output content : Set conversion mode, including area; current page or whole CELL conversion.

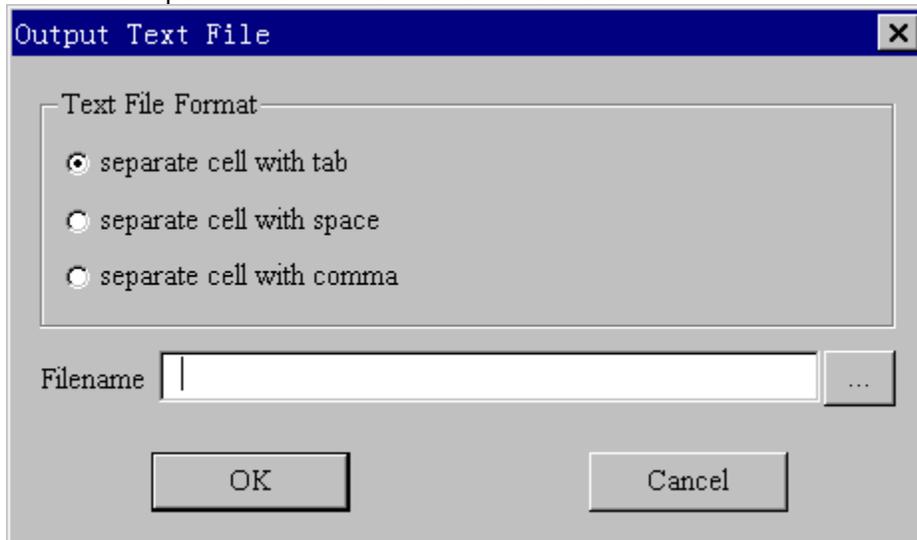
Convert begin: Start to convert.

The image shows a dialog box titled "Output Excel File" with a close button (X) in the top right corner. Below the title bar, there is a text input field labeled "Object file" followed by a browse button (three dots). Underneath, there is a section labeled "output content" containing three radio buttons: "Selected area" (unselected), "Current Page" (selected), and "Total Pages" (unselected). The "Selected area" radio button is followed by a small text input field. At the bottom of the dialog, there are two buttons: "Convert begin" and "Return".

Output text file command(File menu)

Text file format : Set the replace mode of CELL converted into text style you can separate with Tab key; space or comma.

File name: Input text file name of the converted text file.



Output HTML file command(File menu)

Save CELL file in HTML file format.

Join file command(File menu)

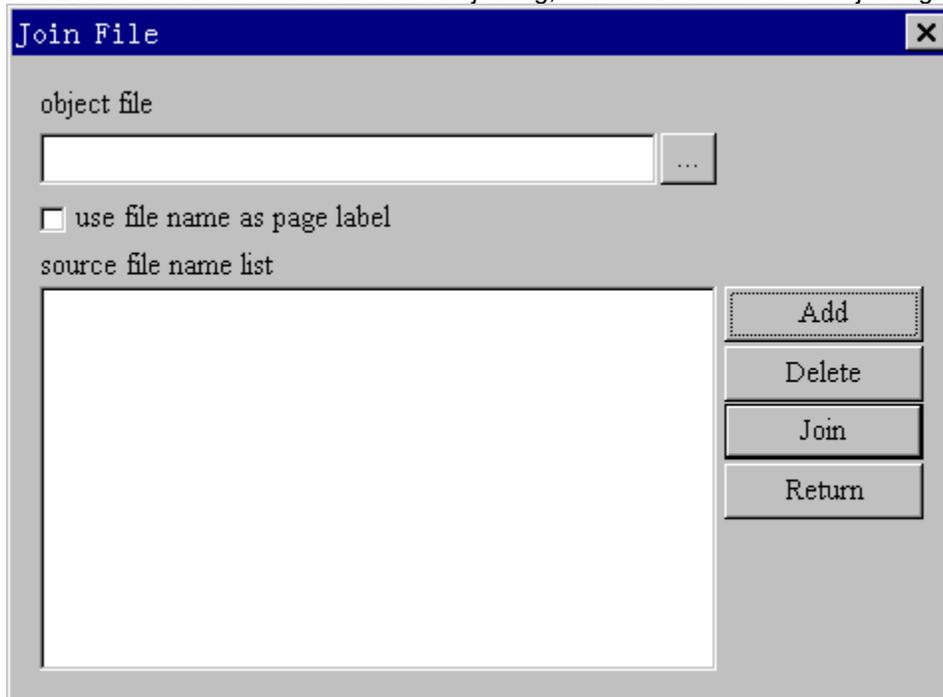
Object file: Click omission button, you can save target file name into specified location, click bottom left checkbox, source file is the corresponding page page label.

Source file name list: Click add button, you can select source files to be joined, click again, you can select another file. Thus you can select multiple source file.

Add: click it, you can open source file from list dialog box, select what you needed source file.

Delete: When select multiple or wrong source file, click this button, you can delete source file.

Join: After select all source files needs joining, click this button to start joining file.



Split file command(File menu)

Source name: click the right omission button, open source file to be split.

Save to directory: Specified directory the source file to be split.

Split file name list: Show the new filename of source file split.

Create name: Click this button, you can open a dialog box. In this dialog box, you can name the new file, and save them to specified directory.

Add: click this button, you can add a new file£"That is source file split into two or more new files£©.

Delete: click this button, you can delete unneeded or wrong named new files.

Start : click this button, start splitting.

Pages number of every file: Adjust the right spin button, you can set the page number of each new file.

Use page Label as file name: Select left checkbox, the new files are named source file page label.

Split File

Source file ...

Save to directory ...

pages number in every file use page label as file name

Split file name list

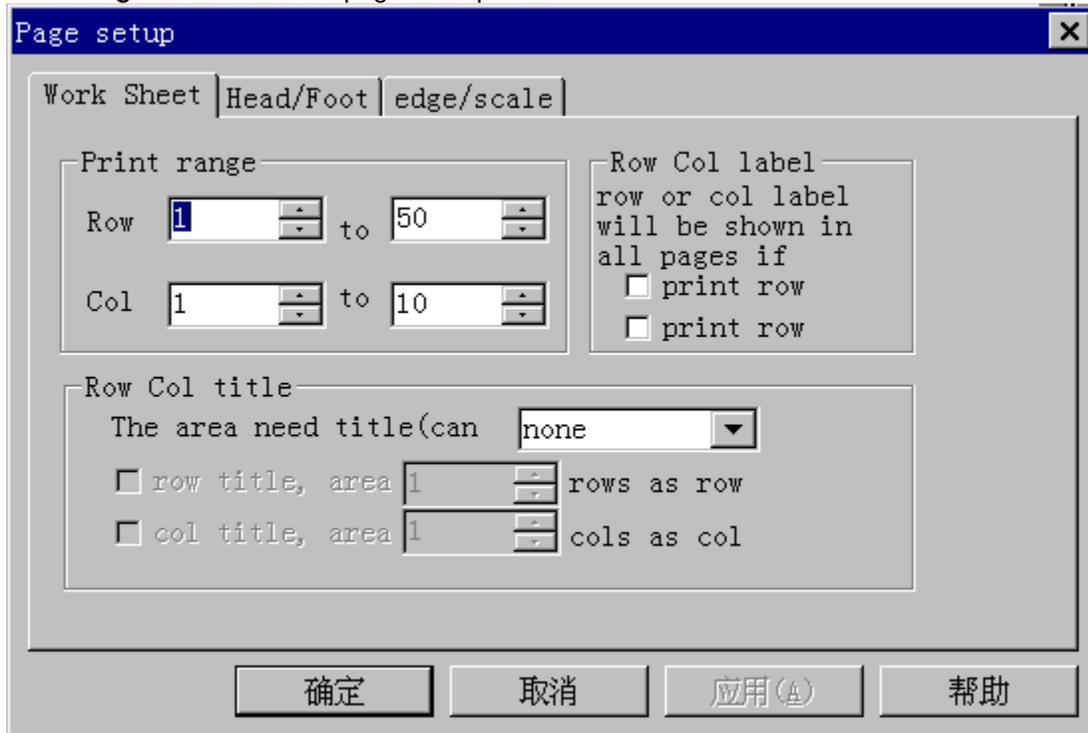
page no

Page Set command(File menu)

Set the outlook of CELL. You can set Work sheet; Head/Foot and Edge/scale.

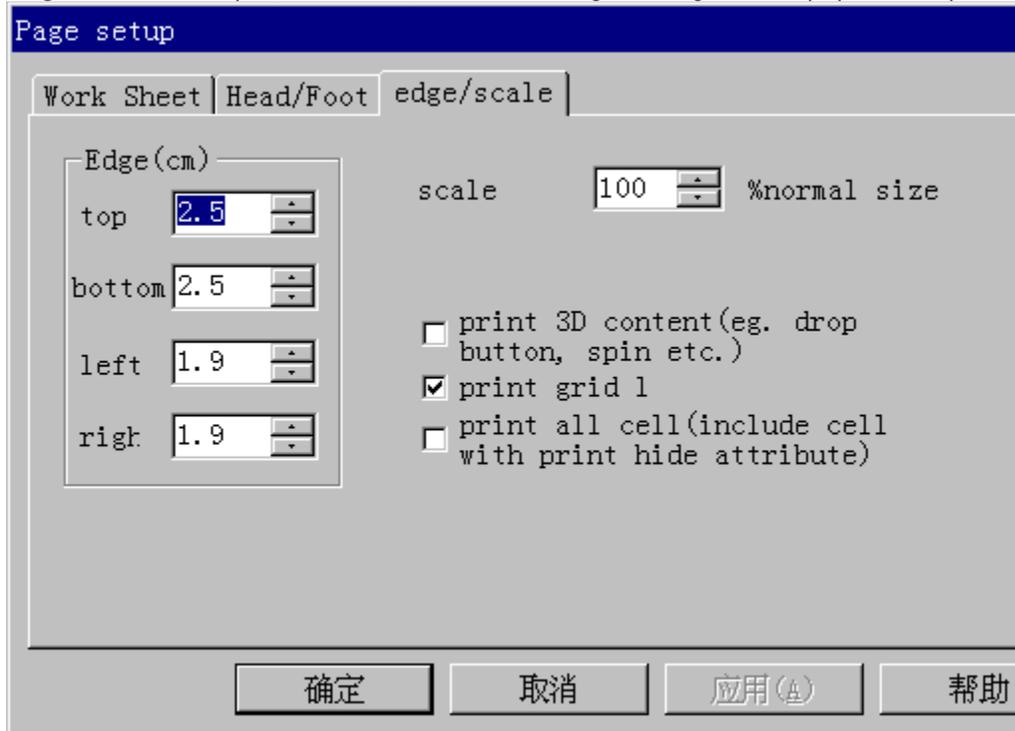
Work sheet

Print range: Set the area of page to be printed.



Edge/scale

Edge/scale: Set "top" ; "bottom" ; "left" and "right" margin of the paper to be printed.



Head/Foot

To show or print Header in top left corner of page, you need to input the text in “Header” edit box of “Header” .

To show or print Header in top center corner of page, you need to input the text in “center” edit box of “Header” .

To show or print Header in top right corner of page, you need to input the text in “right” edit box of “Header” .

To show or print Header in bottom left corner of page, you need to input the text in “left” edit box of “Header” .

To show or print Header in bottom center corner of page, you need to input the text in “center” edit box of “Header” .

To show or print Header in bottom right corner of page, you need to input the text in “right” edit box of “Header” .

“Page number” button: Insert Page number of Header or Footnotes.

“data” button: insert current data.

“time” button: insert current time.

Font : Set font ;style;size and color of the header and footnote.

The image shows a screenshot of the 'Page setup' dialog box, specifically the 'Head/Foot' tab. The dialog has a title bar 'Page setup' and three tabs: 'Work Sheet', 'Head/Foot', and 'edge/scale'. The 'Head/Foot' tab is active. It contains two main sections: 'Content' and 'Font'. The 'Content' section has a table with columns 'head' and 'foot', and rows 'lef', 'medium', and 'right'. Below this table are three buttons: 'page no', 'date', and 'time'. The 'Font' section has two rows of font settings. The first row has 'font' set to 'Times New l' and 'font' set to 'common'. The second row has 'font' set to '16' and 'colo' set to a black color swatch. To the right of the font settings is a 'start' spinner box set to '1'. At the bottom of the dialog are four buttons: '确定' (OK), '取消' (Cancel), '应用(A)' (Apply), and '帮助' (Help).

Content		
	head	foot
lef	<input type="text"/>	<input type="text"/>
medium	<input type="text"/>	<input type="text"/>
right	<input type="text"/>	<input type="text"/>

page no date time

Font

font	Times New l	font	common	start	1
font	16	colo			

确定 取消 应用(A) 帮助

Print Set

Set the printer name, page source, page size and printer property.

Print preview command(File menu)

Show print outcome of all pages.

You can use the most common print preview toolbar icon to preview page.

Print button: Click this button, use print dialog box print current previewed content .

Print Set button: Click this button, display print set dialog box. Use "property" button you can set page size and direction.

Page Set button: Display page set dialog box.

Close button: Close print preview window .

"Resize control" box: Zoom out or zoom in displayed page, the scale is between 10%—200%. You can set the zoom ration with no change to the outcome of printing.

Vertical scrollbar: Up scrollbar scroll in one page, down scrollbar scroll between pages.

Print command(File menu)

Use print dialog box to print current document. Use top right corner question mark to click each item of dialog box to get its help.

You can use the print icon of Common Toolbar to display print dialog box.

Point to Point command(File menu)
Transmit file using hyperterminal.

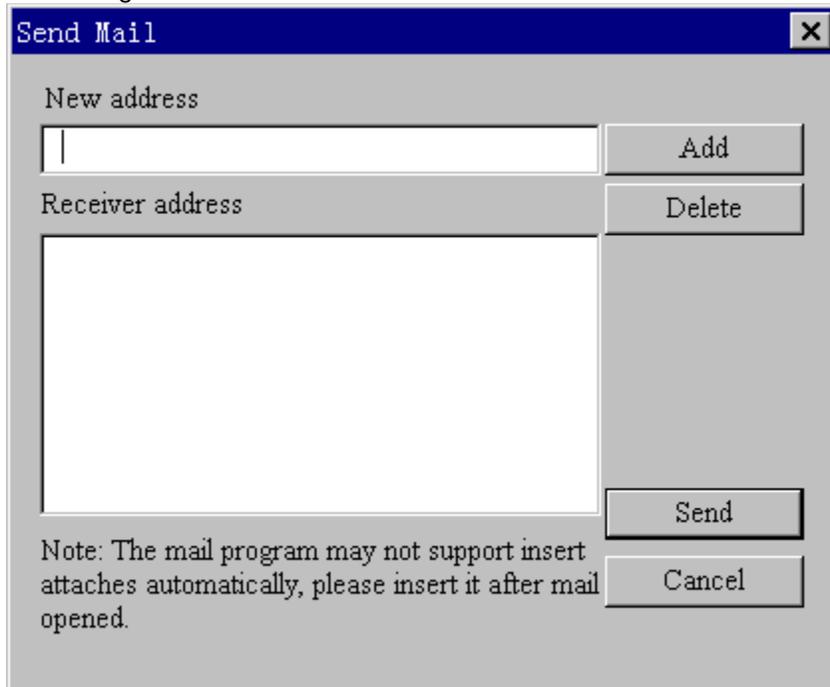
Send command(File menu)

New Address: Input new receiver's address here, then press Add button add it in.

Receiver Address:

Add: Click this button and you will add currently inputted receiver address into receiver address list.

Send: Begin to send.



The image shows a 'Send Mail' dialog box with a blue title bar and a close button. It contains a 'New address' text input field with an 'Add' button to its right. Below this is a 'Receiver address' section with a large empty list box and a 'Delete' button to its right. At the bottom, there are 'Send' and 'Cancel' buttons. A note at the bottom left states: 'Note: The mail program may not support insert attaches automatically, please insert it after mail opened.'

Recent file list command(File menu)

List recent opened files. Click one file, then CELL opens this file.

Exit command(File menu)

Use this command to end your CELL session. You can also use the Close command on the application Control menu. CELL prompts you to save documents with unsaved changes.

Shortcuts

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. CELL adds the extension you specify in the Save File As Type box.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Undo(Edit menu)

Use this command to reverse the last editing action, if possible. The name of the command changes, depending on what the last action was. The Undo command changes to Can't Undo on the menu if you cannot reverse your last action.

Shortcuts

Toolbar:



Keys: CTRL+Z or

ALT-BACKSPACE

Redo command (Edit menu)

Use this command to reverse the last undoing action.

Cut command (Edit menu)

Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar: 
Keys: CTRL+X

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar: 
Keys: CTRL+C

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Shortcuts

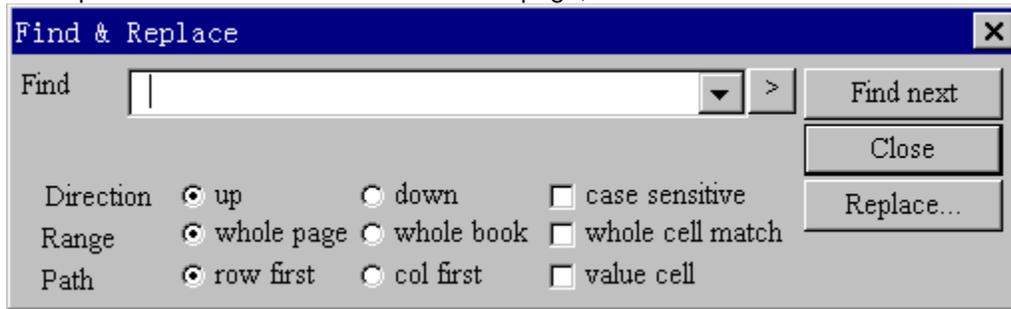
Toolbar: 
Keys: CTRL+V

Same size paste command(Edit menu)

Use this command insert a copy of clipboard's content into inserted cells. If clipboard is empty, this command is useless.

Find command(Edit menu)

Find specified character in selected cells or page, and select the first cell contains these characters.

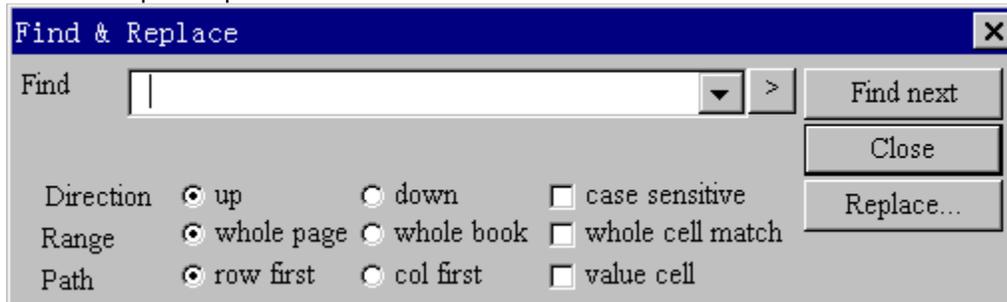


Find Next command(Edit menu)

Find next character meet with search condition.

Replace command(Edit menu)

Find and replace specified character or number in current document.



The image shows a 'Find & Replace' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog is divided into several sections:

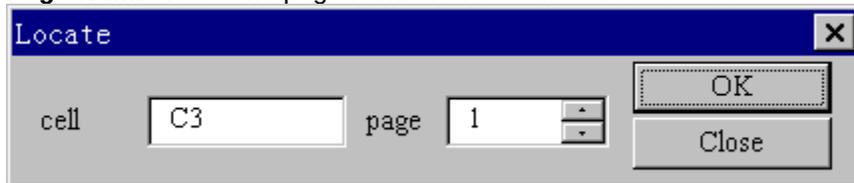
- Find:** A text input field is currently empty, followed by a dropdown arrow and a '>' button. To the right is a 'Find next' button.
- Direction:** Contains three radio buttons: 'up' (selected), 'down', and 'case sensitive' (checkbox, unselected).
- Range:** Contains two radio buttons: 'whole page' (selected) and 'whole book', and one checkbox: 'whole cell match' (unselected).
- Path:** Contains two radio buttons: 'row first' (selected) and 'col first', and one checkbox: 'value cell' (unselected).
- Buttons:** On the right side, there are three stacked buttons: 'Find next', 'Close', and 'Replace...'.

Locate command(Edit menu)

Scroll page and focus on found cell.

Cell: Target cell. to be located.

Page Number: Set the page number of the cell to be located .



Select All command(Edit menu)

Select all cells in page.

You can also use the select all button at the intersection between row label and column label to select all cells.

Remove command(Edit menu)

Remove content and format of cells. You can use such command as follows: Remove Formula; Remove Chart; Remove Text; Remove Format; Remove All

Remove Formula

Remove Formula: Remove formula of selected cells, content and format of the cells stay unchanged.

Remove Chart

Remove Chart: Remove chart of selected cells.

Remove Text

Remove Text: Remove content of selected cells., cells' format stay unchanged.

Remove Format

Remove Format: Remove format of selected cells, cells' content stay unchanged.

Remove All

Remove All: Remove all content and format of selected cells .

Fill command(Edit menu)

Fill mode includes Fill down; Fill right; Fill up; Fill left; Fill same; Fill diff; Fill Ratio; Fill formula serial

Fill down

Fill down: Copy content of the top cell in the selected rectangle area to all the cells below in the selected rectangle area.

Fill right

Fill right: Copy content of the leftmost cell in the selected rectangle area to all the right cells in the selected rectangle area.

Fill up

Fill up: Copy content of the bottom cell in the selected rectangle area to all the up cells in the selected rectangle area.

Fill left

Fill left: Copy content of the rightmost cell in the selected rectangle area to all the left cells in the selected rectangle area.

Fill same

Fill same: Copy content of current cell to all the cells in selected areas (Includes multiple areas, that is irregular area).

diff Fill

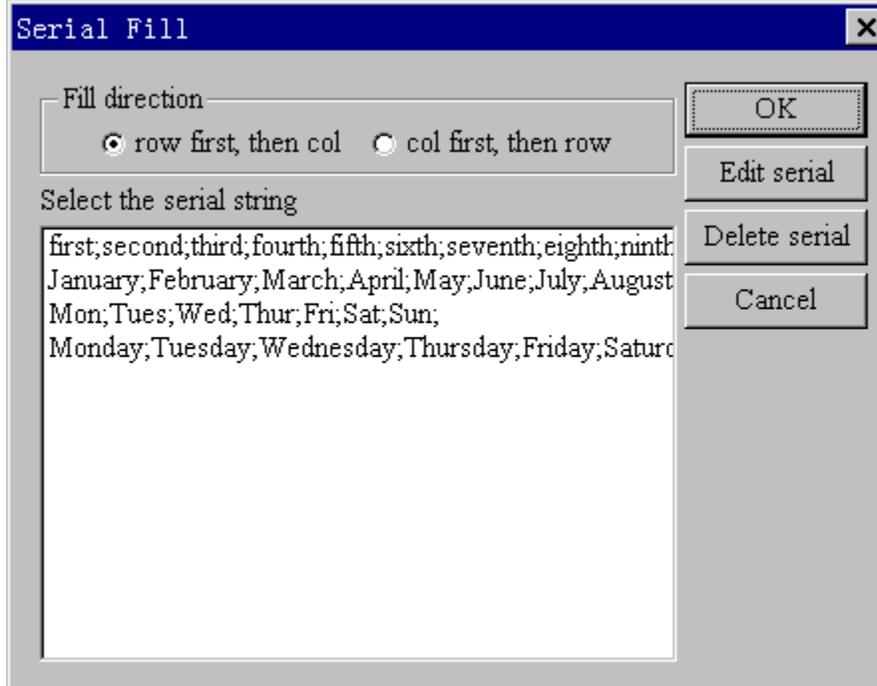
diff Fill: Set the top left cell of selected rectangle area as start number, the difference of the first two cell's number in top left as step, fill other cells in selected area in ascending order.

Ratio Fill

Ratio Fill: Set the top left cell of selected rectangle area as start number, the ratio of the first two cell's number in top left as step, fill other cells in selected area in ratio order.

Serial Fill

Fill cell use row first then column or column first, then row mode. And you can edit seial.



The image shows a dialog box titled "Serial Fill" with a close button (X) in the top right corner. The dialog box has a light gray background and contains the following elements:

- Fill direction:** A group box containing two radio buttons: row first, then col and col first, then row.
- Select the serial string:** A text area containing the following text:
first,second,third,fourth,fifth,sixth,seventh,eighth,ninth
January,February,March,April,May,June,July,August
Mon,Tues,Wed,Thur,Fri,Sat,Sun;
Monday,Tuesday,Wednesday,Thursday,Friday,Saturc
- Buttons:** Four buttons are stacked vertically on the right side of the dialog box: OK, Edit serial, Delete serial, and Cancel.

Fill vert command(Edit menu)

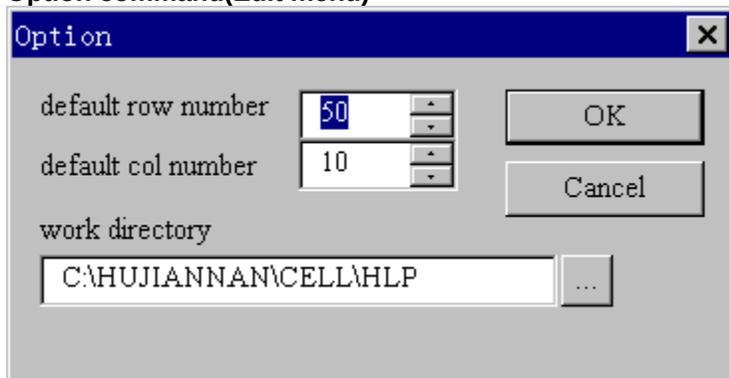
Fill content in multiple pages. That is, fill the contents of selected area to the corresponding area of each page.

Fill formula serial command(Edit menu)

Copy the formula of top left cell in selected area to other selected cells, using conditional reference relation. If there is no formula in top leftmost cell, display input formula dialog box. Input formula, then fill formula in selected area.

The image shows a dialog box titled "Expression" with a close button (X) in the top right corner. On the left side, there is a text field containing "B3" followed by an equals sign (=). Below this field is a "Calculate" button. The main area of the dialog is a large, empty text box for entering a formula. On the right side, there are four buttons: "OK", "Cancel", "Function", and "Wizard".

Option command(Edit menu)



The image shows a dialog box titled "Option" with a close button (X) in the top right corner. It contains three settings:

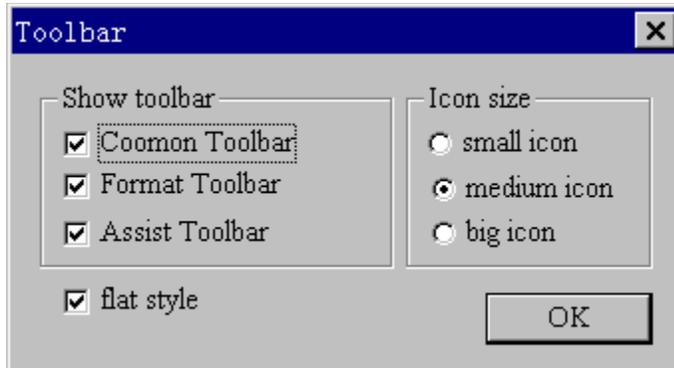
- default row number:** A numeric input field containing "50" with up and down arrow buttons to its right.
- default col number:** A numeric input field containing "10" with up and down arrow buttons to its right.
- work directory:** A text input field containing "C:\HUJIANNAN\CELLAHP" with a browse button (three dots) to its right.

At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Toolbar command(View menu)

Show toolbar: Show or hide toolbar. Toolbar includes Common Toolbar; Format Toolbar and Assist Toolbar. If some toolbar is to be displayed, check its menu item.

Icon size: Set icon size.



Common Toolbar

click to



Open a new document.



Open an existing document. CELL displays the Open dialog box, in which you can locate and open the desired file.



Save the active document or template with its current name. If you have not named the document, CELL displays the Save As dialog box.



Print the active document.



Preview the printing outcome of active page.



Remove selected data from the document and stores it on the clipboard.



Copy the selection to the clipboard.



Insert the contents of the clipboard at the insertion point.



To expand dynamically the edit area to display more contents.



Input formula to cell.



Rank the specified column or row in ascending order. If there are multiple rows or columns selected, display rank dialog box.



Rank the specified column or row in descending order. If there are multiple rows or columns selected, display rank dialog box.



Set the selected column to the most fitful width.



Set the selected row to the most fitful height.



Split the selected cell into two horizontal cells.



Split the selected cell into two vertical cells.



Combine the rectangle area into a join cell.



Separate the join cell into individual cells.



Combine the rectangle area into line-joined cells.

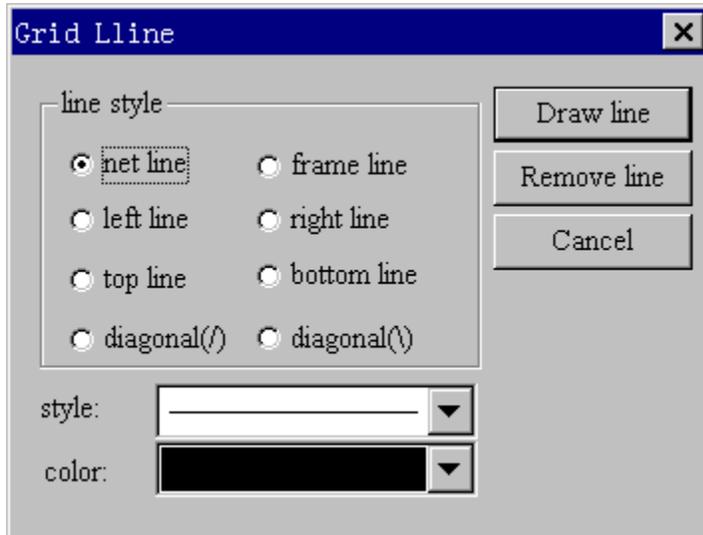


Combine the rectangle area into column-joined cells.

Format Toolbar



Set the width of lines to be drawn. "blank" means removing lines.



Draw rectangle lines to selected area.



Draw boarder lines around the selected rectangle area.



Draw top line to each cell in selected rectangle area.



Draw bottom line to each cell in selected rectangle area.



Draw left line to each cell in selected rectangle area.



Draw right line to each cell in selected rectangle area.



Draw slash line in rectangle area from right to left.



Draw slash line in rectangle area from left to right.

Assist Toolbar



Set the font style of selected area.



Set the font size of selected area.



Set the font of selected area bold. If it is slash font, then cancel it.



Set the font of selected area slash. If it is slash font, then cancel it.



Set the font of selected area with underline. If it is slash font, then cancel it.



Set the selected area linefeed automatically.



Set text;ϕnumber left alignment.



Set text;ϕnumber horizontal center alignment.



Set text;ϕnumber right alignment.



Set text;ϕnumber top alignment.



Set text;ϕnumber vertical center alignment.

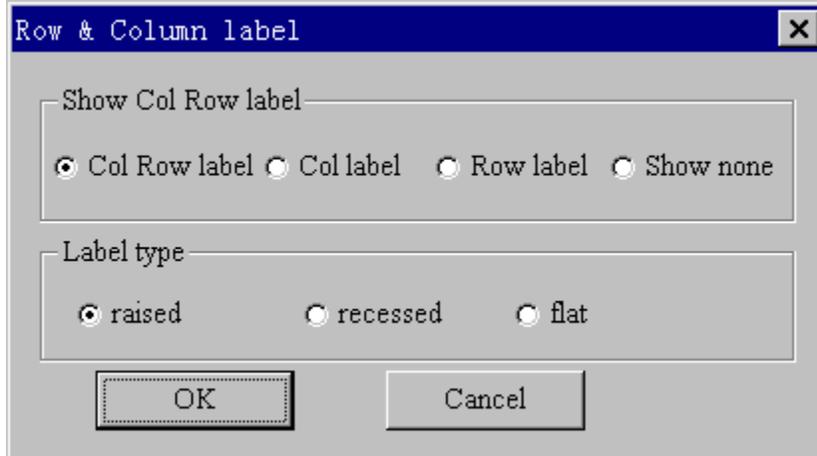


Set text;ϕnumber bottom alignment.

Col row label command(View menu)

Show Col row label: Set whether show or hide Col row label.

Label type: Set row and column label outface invax or concave 3 dimension or flat.

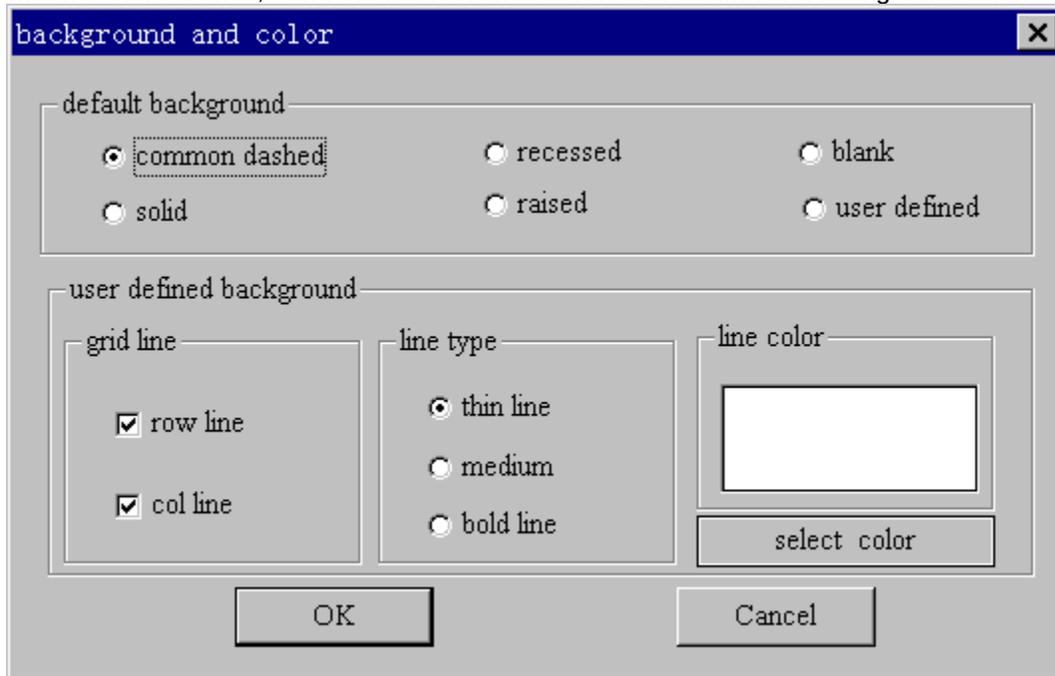


Background command(View menu)

Set background style of workspace.

Default background: Set the line style of cells in workspace.

User defined background: Only when “user defined” is checked, this function is valid. You can set whether there is lines, and the width of lines of row and column and background color.



Fixed pane (View menu)

Set /Cancel the top left columns and rows of active cell frozen.

Status bar command(View menu)

Set whether to show or hide status bar at the bottom of window. Status bar shows the selected menu item or pressed down toolbar button, or the lock state of keyboard, and the next operation. If status bar is displayed, there its menu item will be checked.

Page Label command(View menu)

Show or hide page label.

Row Label command(View menu)

Show or hide row label.

Col label command(View menu)

Show or hide column label.

Horizontal Scrollbar command(View menu)

Show or hide horizontal scroll bar.

Vertical Scrollbar command(View menu)

Show or hide vertical scroll bar.

Cell command(Table menu)

Cell command can set CELL's Type; Align; Font; Value Style; Frame; Input control and so on.

Type

Set cell's style.

Cell style:

Normal: Includes character style and number style.

Button: Set cell button style, and the button can trigger a procedure.

Radio button: Set cell radio button type, and the selected value is set the value of the cell.

Drop list: Set cell drop down box, you can select a value from the drop down list box as cell's value.

Check box: Set cell check box button, if the check box is checked, cell's value is 1, otherwise it is 0.

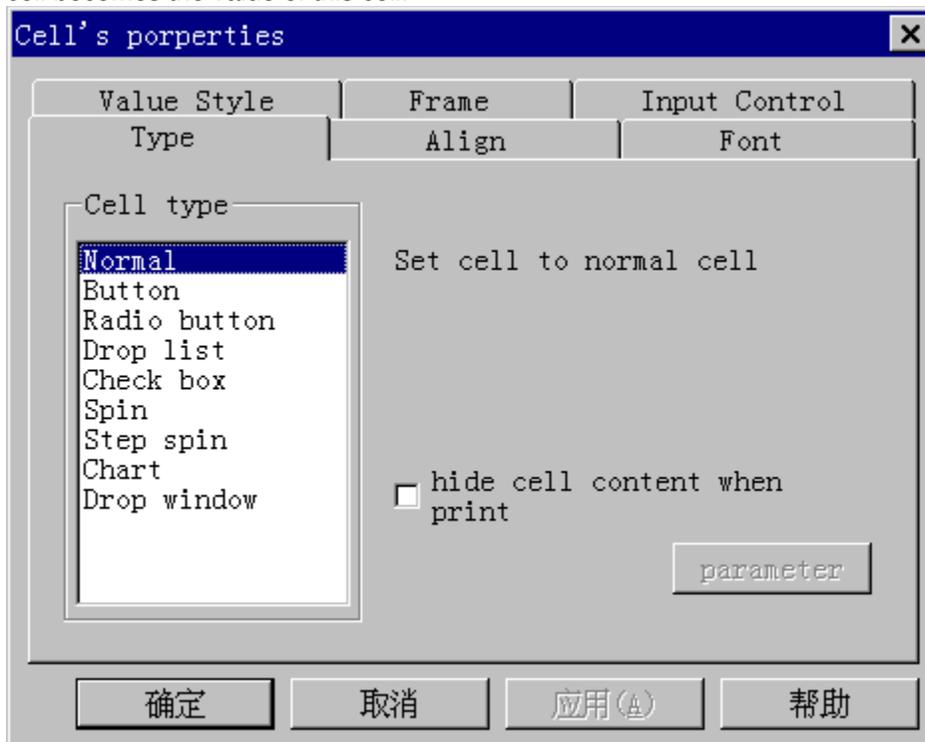
Spin: If there is common spin button to the right of cell, when pressed it there is a group of already set data displayed, which is the value of cell.

Step spin: If there is same step spin button to the right of cell, when pressed it there is a group of already set same step array data displayed, which is the value of cell.

Chart: Set cell chart style.

You can also use the chart icon in toolbar to set cell chart style.

Drop window : There is an area in this page whose data is referred when inputting. The value of selected cell becomes the value of this cell.



Align

Set text alignment style.

Align: It is the content alignment mode of cell, including horizontal mode and vertical mode.

You can use the icons in Assist Toolbar to set cells content alignment mode .

Text:

Single line: If column width is not enough for displaying all the content of cells, the content beyond the column width is not displayed.

Word break: For character type cell, when column width is not enough for displaying all content of the cell, it will be shown in multiple lines.

You can use the multiple lines show icon in Assist Toolbar to set this property.

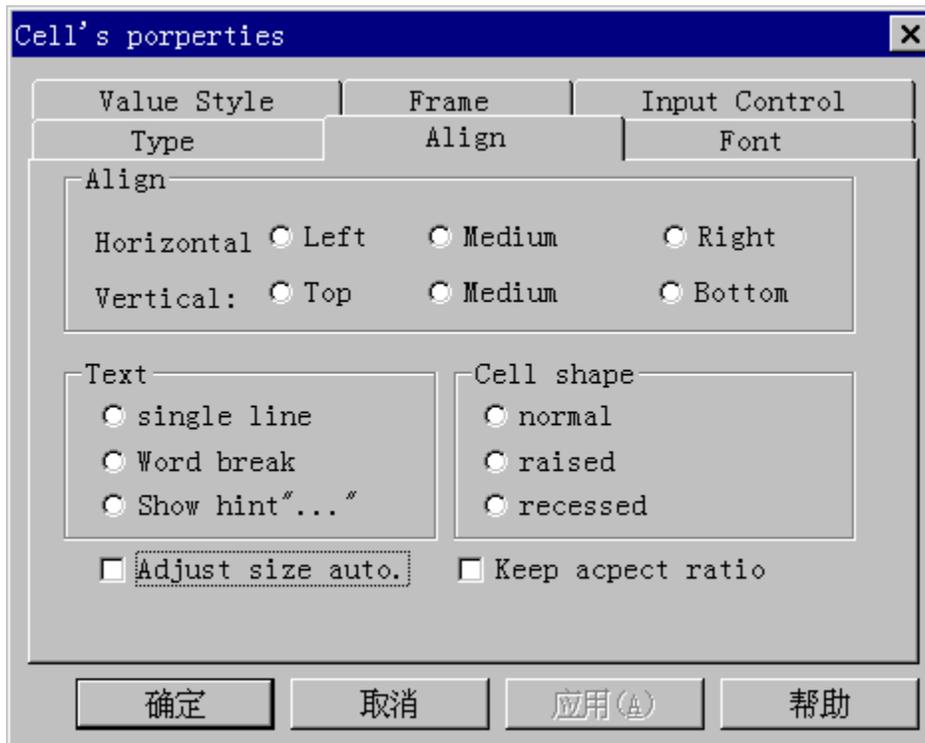
Show hint: When column width is not enough for displaying all content of cell, the mark “...” indicates it.

Cell shape:

Normal: Cell is displayed with default color and flat surface.

Raised: Cell is displayed with raised mode.

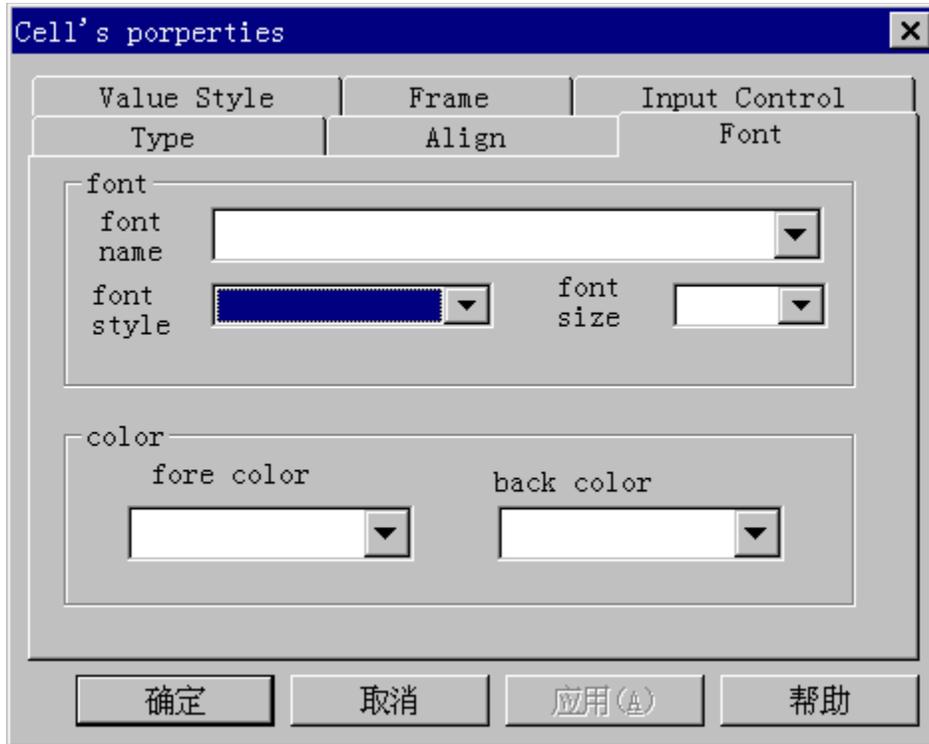
Recessed: Cell is displayed with recessed mode.



Font

Set **font name**; **font style**; **font size**; **font color** and **background color** of characters in cell.

You can use the icons in Assist Toolbar to set font ;property of font;size.



Value Style

Set Value style in CELL.

As string: Number style is changed into character style.

Comma: In number style cell, whether to separate three digits with comma separator.

percent: In number style cell, whether to display the cell in “Cent” mode.

Scientific: In number style cell, whether to display the cell in science mark mode.

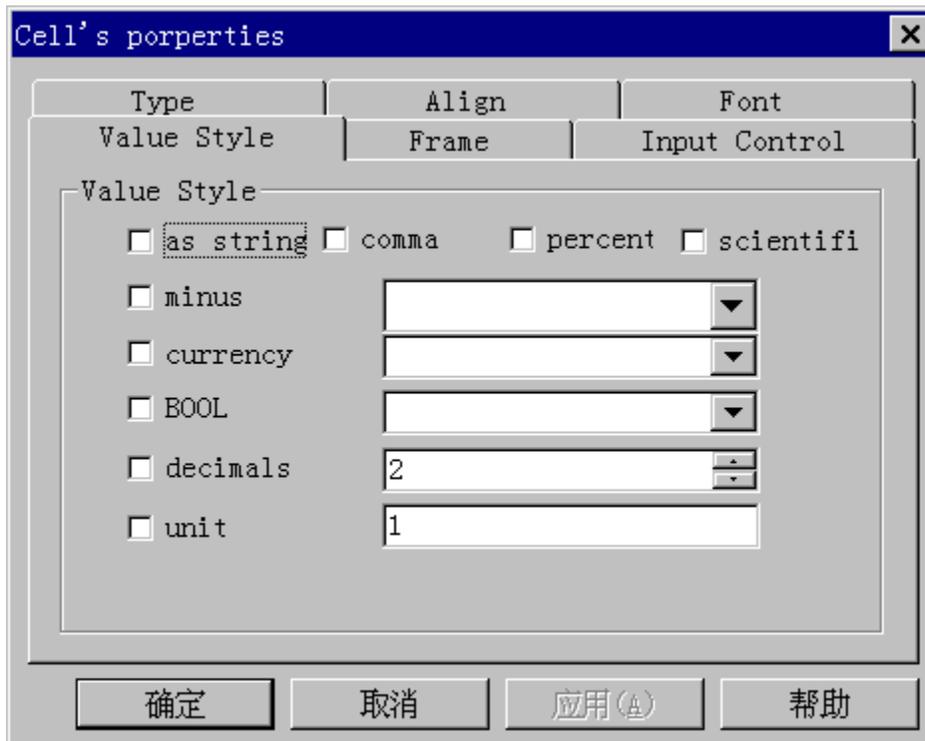
minus: In number style cell, whether to display negative in red color.

Currency: In number style cell, whether to display the number of cell with a currency mark.

BOOL: Set cell's value 0 or 1 to mark the logical result .

Decimals: In number style cell, set the number of the decimal digits.

Unit: In number style cell, cell's content displayed equal to result of real content dividing the unit.



Frame

Set boarder's type and color.

Set CELL's boarder's line type and line color.

You can use icons in Format Toolbar to set boarder's property.



Input control

Set CELL's style.

Content control:

Text: Set the max allowed number of characters.

Value: Whether set the range of input number its minimum value and max value.

Digit : Cell only accepts number , and rejects other contents.

Letter : Cell only accepts letter , and rejects other contents.

Data: Set cell's data format to be shown in .

Time: Set cell's time format to be shown in .

Control mask: Input or select self defined control string to display string.

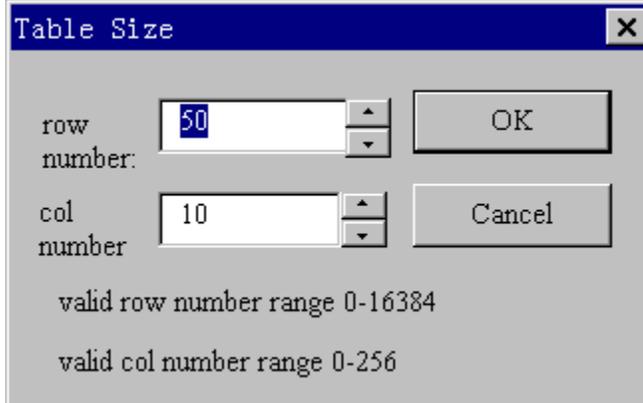
Case control:

Convert the inputted letter into uppercase or lowercase .



Size command(Table menu)

Set CELL's total number of rows and total number of columns .



The image shows a dialog box titled "Table Size" with a close button (X) in the top right corner. It contains two input fields: "row number" with the value "50" and "col number" with the value "10". Each input field has up and down arrow buttons. To the right of the "row number" field is an "OK" button, and to the right of the "col number" field is a "Cancel" button. Below the input fields, there are two lines of text: "valid row number range 0-16384" and "valid col number range 0-256".

row number:	50	▲ ▼	OK
col number	10	▲ ▼	Cancel

valid row number range 0-16384
valid col number range 0-256

Row command(Table menu)

Change row's total number and row's height. Command includes Insert row; Delete row; Append row; Row height.

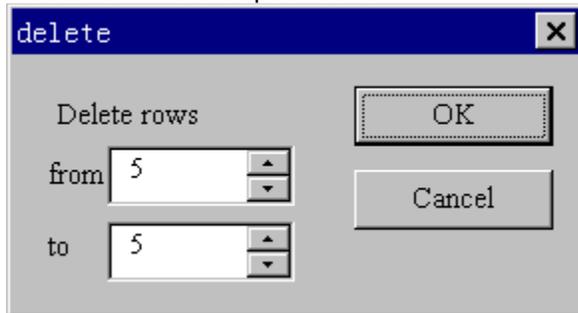
Insert row

Insert row: Insert a number of rows before current row.



Delete row

Delete row: Delete specified row.



The image shows a dialog box titled "delete" with a close button (X) in the top right corner. The dialog box has a light gray background. On the left side, there is a label "Delete rows" above two spinners. The first spinner is labeled "from" and the second is labeled "to". Both spinners have the number "5" displayed in their text boxes. To the right of the spinners are two buttons: "OK" and "Cancel". The "OK" button is positioned above the "Cancel" button.

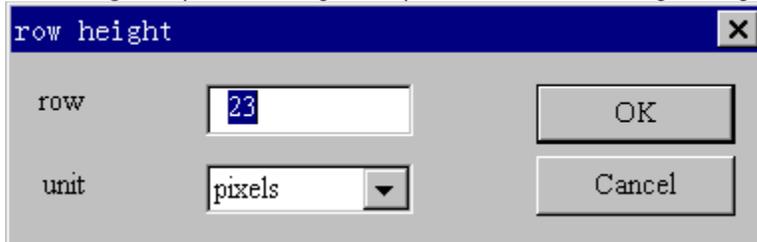
Append row

Append row: Append a number of lines following the page bottom.



Row height

Row height: Specified height of specified row. Row height ranges from 0-800



row height

row

unit

OK

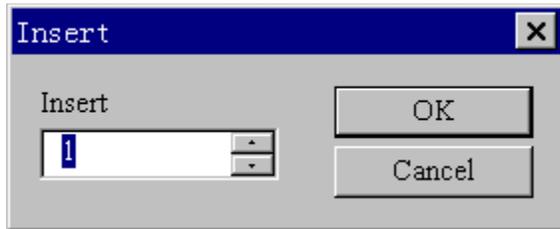
Cancel

Col command(Table menu)

Change column's total number and column's height. Command includes Insert column; Delete column; Append column; Column width.

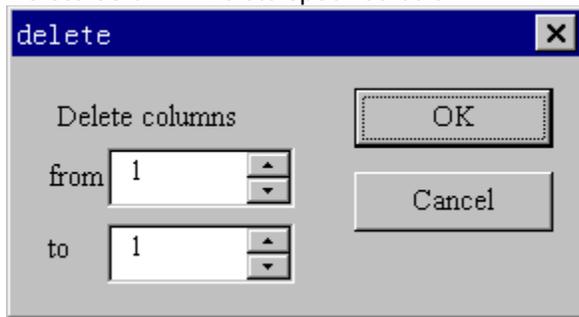
Insert column

Insert column: Insert a number of column before the active column.



Delete column

Delete column: Delete specified column.



A screenshot of a dialog box titled "delete" with a close button (X) in the top right corner. The dialog box has a light gray background. On the left side, there is a label "Delete columns" above two spinners. The first spinner is labeled "from" and the second is labeled "to". Both spinners have the number "1" displayed in their text boxes. To the right of the spinners are two buttons: "OK" and "Cancel". The "OK" button is positioned above the "Cancel" button.

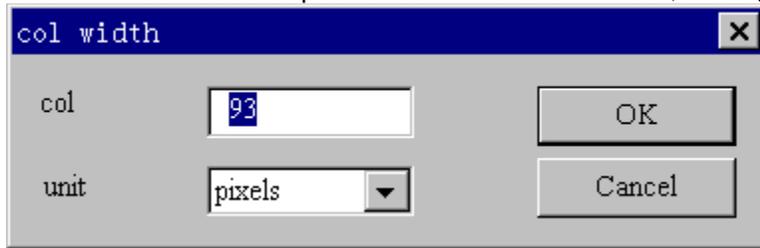
Append column

Append column: Append a number of columns at the end of the page.



Column width

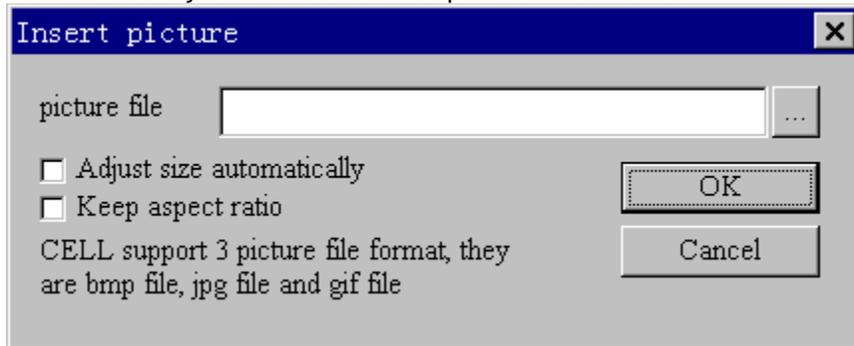
Column width: Set the specified column's column width, its range is 0-800.



The image shows a dialog box titled "col width" with a close button (X) in the top right corner. The dialog contains two input fields: "col" with the value "93" and "unit" with a dropdown menu showing "pixels". There are "OK" and "Cancel" buttons on the right side of the dialog.

Insert Picture Table menu:

Set the directory and file name of the picture to be inserted.



Draw Line/Remove Line Table menu 

Set line style in which to be drawn.



Join Cell command  **Table menu** :

Combine the cells of selected area a cell.

You can also use join cell icon in Common Toolbar, or use row join cell icon and column join cell icon combine the selected area a cell.

You can also drag cell's four corner to join cell.

Unjoin Cell command Table menu ⌘:

Separate join cell into individual cells.

Fit Row Height command  **Table menu** 

Set row height of selected area to display all the content in cells. If you change cell's content, you should adjust row height again.

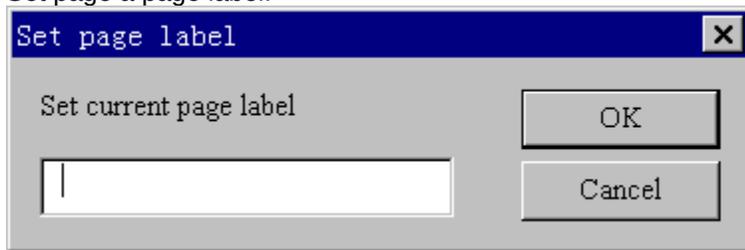
You can use the fit row height icon in Common Toolbar to fulfill this operation.

Fit Col Width command **Table menu** 

Set column width of selected area to display all the content in cells. If you change cell's content, you should adjust column width again.

You can use the fit column width icon in Common Toolbar to fulfill this operation.

Page Label command(Sheet menu):
Set page a page label.



The image shows a standard Windows-style dialog box titled "Set page label" with a close button (X) in the top right corner. The dialog has a light gray background. Inside, the text "Set current page label" is positioned above a white text input field. To the right of the input field are two buttons: "OK" and "Cancel".

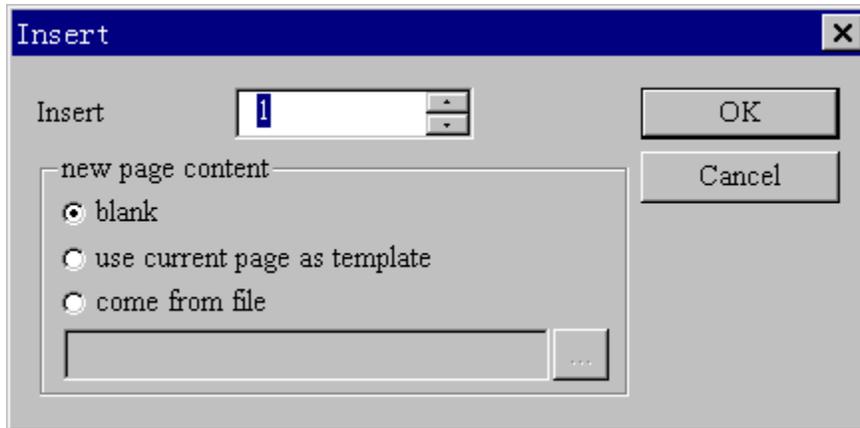
Insert Page command(Sheet menu):

Insert a number of pages before the active page.

Blank: Press this button, insert a number of blank pages.

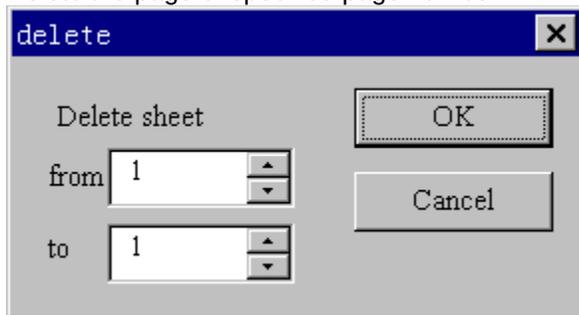
Use current page as template: Press down this button, insert a number of pages whose contents are the same as template's.

Source file: Press down this button, then press down omission button, you can insert some page of other files.



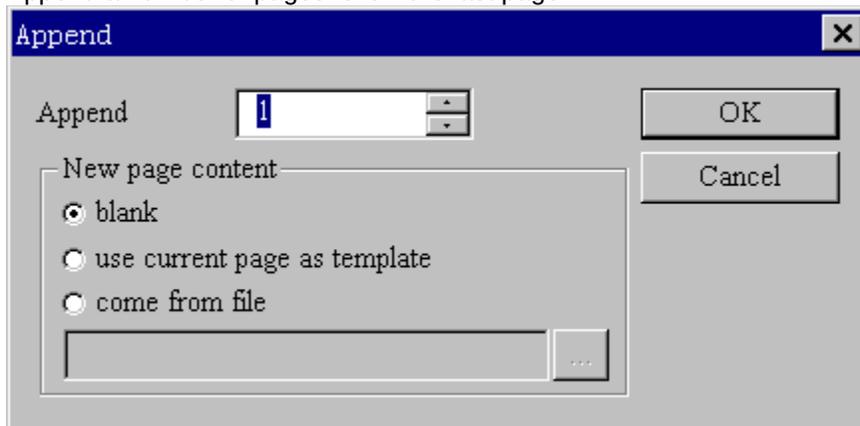
Delete Page command(Sheet menu):

Delete the page of specified page number.



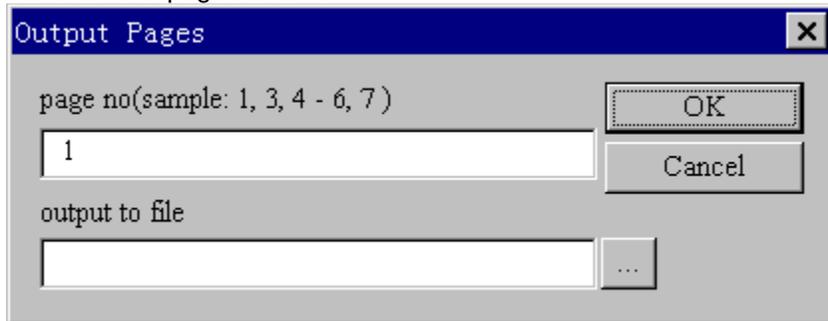
Append Page command(Sheet menu):

Append a number of pages follow the last page.



Output Page command(Sheet menu):

Save several pages to a file.

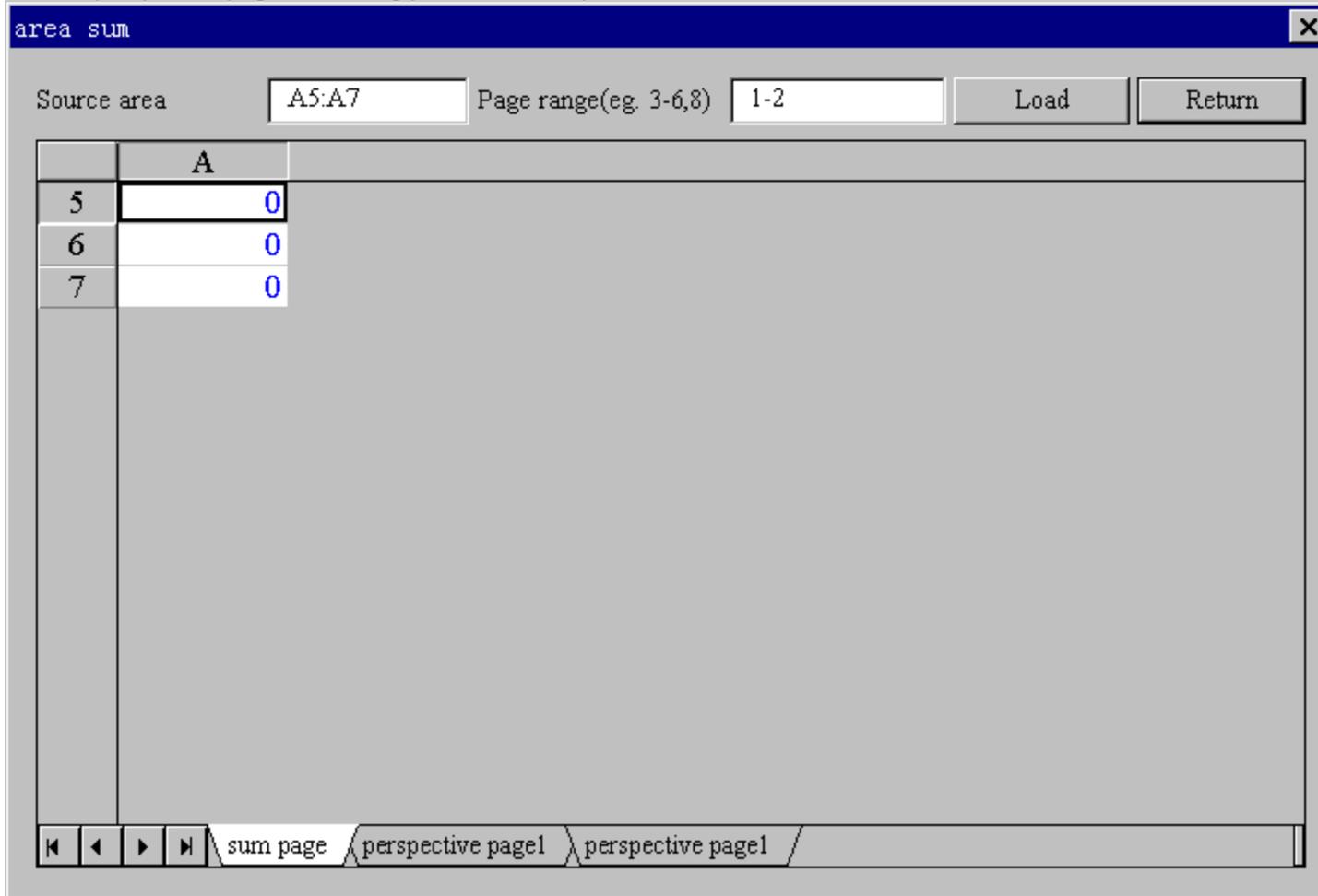


Simple Sum command(Sheet menu):

Use the active page as template, generate a sum page. Sum the content in selected area in sum page.

Area Sum command(Sheet menu):

Sum the selected area in the active page. Horizontal sum is listed in prospective page1 , vertical sum is listed in prospective page2, following picture is a sample:



Area Perspective command(Sheet menu):

Display the results of prospective to selected area, prospective page1 is the result of horizontal sum, prospective page2 is the result of vertical sum.

Area perspective

Source area page range(sample 3-6,8)

	A5	A6	A7
Page no1			
Page no2			

◀ ◁ ▷ ▶ perspective page1 / perspective page2

Sort Page (Sheet menu):

Sort pages, there are ascending mode and descending mode .

The screenshot shows a 'Sort Page' dialog box with a table and several controls. The table has the following data:

	Page Label ▲	A5 ▲	A6 ▲	A7 ▲	ser defin
1	(origin page no 1)				
2	Subtotal				

Buttons: OK, Cancel

Note: You can edit the content if need, but the change will not write to source page

Sheet1

Query in Pages(Sheet menu):

Query object : Set the area to be queried, for example: A1: G6.

Query type: Set one of the six type: list; sum ;count ;average value;max value and minimum value.

Page select expression: Used to sort pages, for example; $A5 > 4$, means that if one page's A5 is greater than 4, the page will be one page of page sorting expression. Function looppage() and this() are used more frequently. Function looppage() returns pages selected, for example looppage() ≥ 1 AND looppage() ≤ 3 , then page1, 2, 3 are selected. Function this() returns the active page's cells, for example $A5 + \text{this}(A6) > 4$, when sorting, A5 is the every page's A5, and this(A6) refers current page's A6.

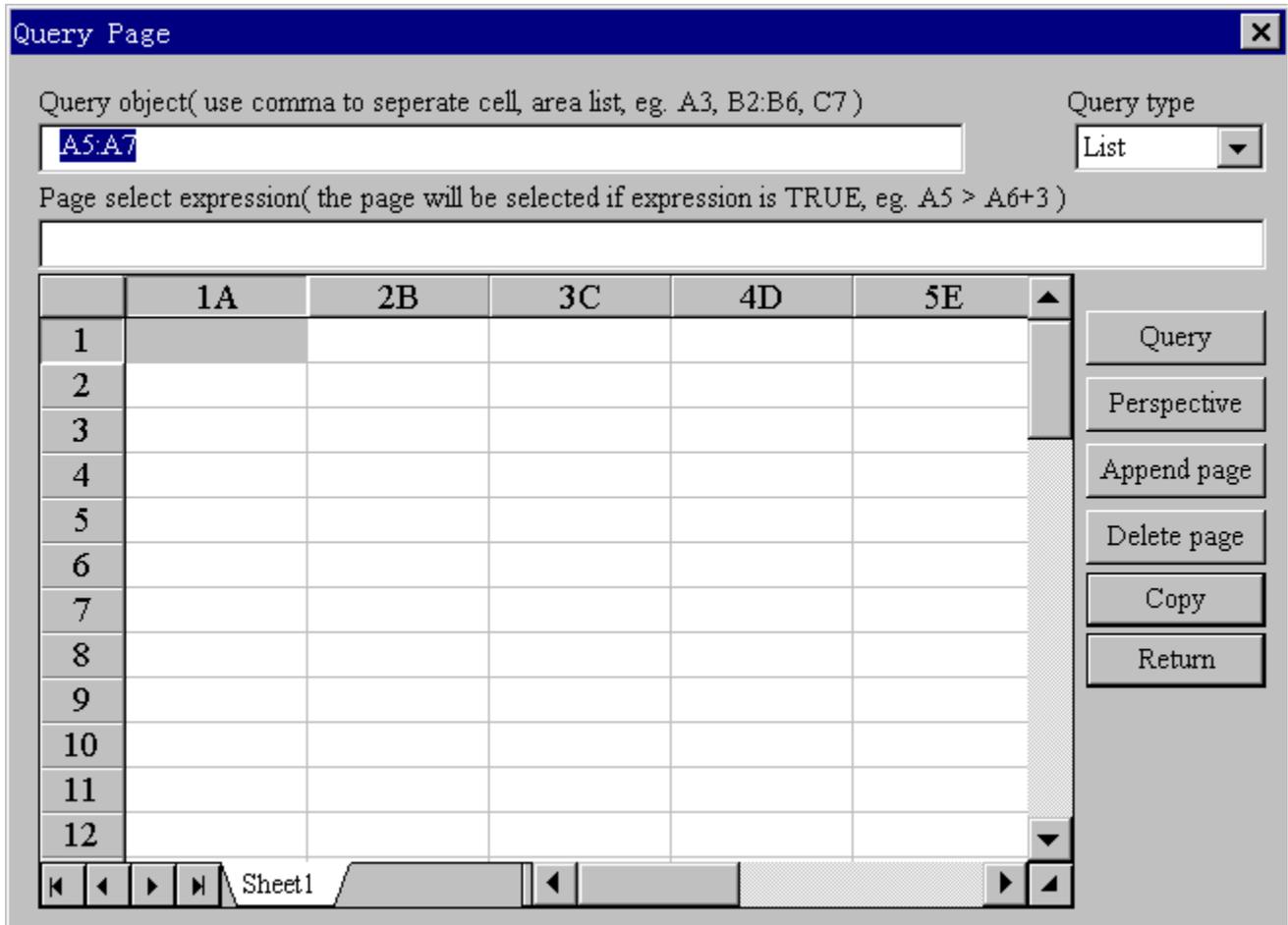
Query: Click this button, starts querying.

Prospective: Click this button, opens area prospective dialog box. Please refer area prospective.

Append Page: Click this button, appends a blank page.

Delete Page: Click this button, deletes the current page.

Copy: Copy selected content to clipboard.



Query in Books(Sheet menu):

Object file name: Click the right button to open target file.

Query area: Input the area to be queried, for example: a1:g6.

Page select expression: Used to sort pages, for example; $A5 > 4$, means that if one page's A5 is greater than 4, the page will be one page of page sorting expression. Function `loppage()` and `this()` are used more frequently. Function `loppage()` returns pages selected, for example `loppage() >=1 AND loppage() <= 3`, then page1, 2, 3 are selected. Function `this()` returns the active page's cells, for example `A5 + this(A6) > 4`, when sorting, A5 is the every page's A5, and `this(A6)` refers current page's A6.

Query type: There are six query styles: list; sum; count; average value; max value and minimum value.

Query: Click this button, starts querying.

View Object: Click this button, open prospective target book.

Prospective: Click this button, prospective the active book.

Append Page: Click this button, appends a blank page.

Delete Page: Click this button, deletes the current page.

Copy: Copy selected content to clipboard.

Select in Form



object file name

query area(cell, area list, eg. A3, B2:B6)

page select expression(the page will be selected when the expression is TRUE)

query type

	1A	2B	3C	4D	5E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Query

View Object

Perspective

Append page

Delete page

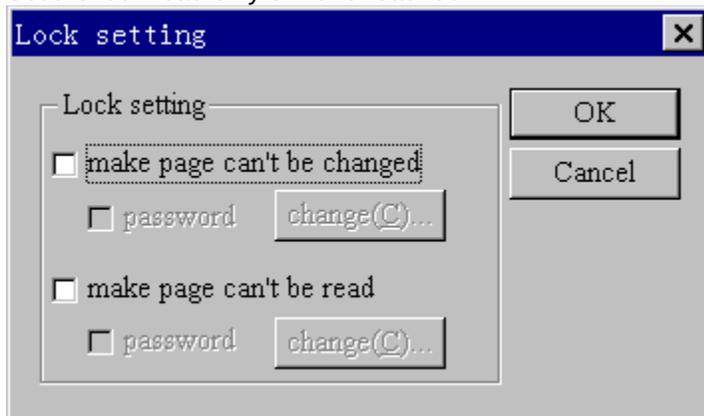
Copy

Return

Sheet1

Lock Setting (Sheet menu):

Set the lock read only or none read lock.



Lock(Sheet menu):

After successfully set read only or none read lock or both, then use page lock command, you can set a read only or none read lock to current page. When set a read only lock to a page, file can only be read without editing. When set an none read lock to current page, file is invisible. Neither can be read, nor can be edited. £©.

Unlock(Sheet menu):

Only after successfully set read only lock or none read lock to a page, you can unlock a page. Unlock none read lock, file can be read£»unlock read only lock, file can be edited£“You can read it and edit it.£©.

Input formula command(Data menu):

Set formula to a cell. Please refer formula and expression.

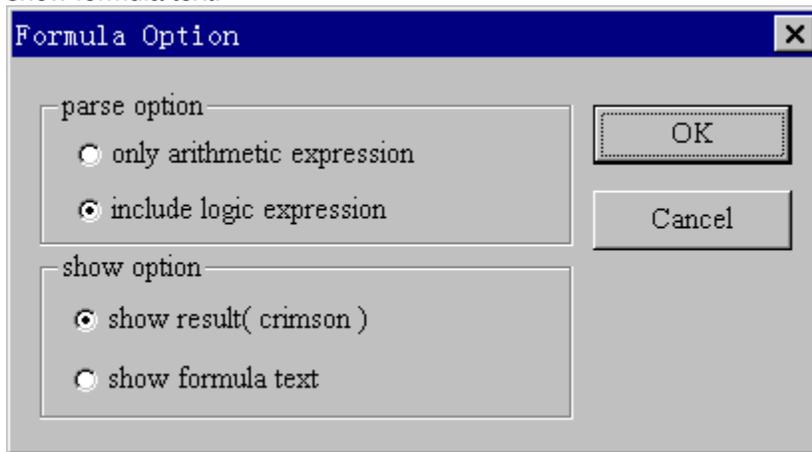
You can also use “=” key or click the input formula button on Common Toolbar to input formula.

Caution: Formula can not be quoted recursively.



Formula Option command(Data menu):

Set the parse option arithmetic expression or logical expression, and set show option show result or show formula text.



Set sum formula(Data menu):

Select an area, set sum formula, it will sum all the corresponding area of all the previous pages.

Set 3d expand formula(Data menu):

Expand a 3d area (same location in many pages) data at current page by set formula.

Example: You want get value of every pages' A3 cell, and list it in current page, you want to trace these cells' change, so you have to set formula. Use this command to set a batch of formulas.

Note: Formulas referenced other page cell's value can't recalculate automatically, you can recalculate it by using Recalculate Command (Data menu).

Reference Audit(Data menu):

Reference audit includes Reference cell and Subordinative cell.

Reference cell

List those cells that refer the active cell.

Subordinative cell

List those cells that the active cell refers.

Formula List(Data menu):

Show the corresponding relation of set formula, including page label, and row and column label of each formula and the result of each formula.

	Page no1	Subtotal
1		A7 = sum3d(A7, looppage() >= 1 AND looppage() <=1)
2		A6 = sum3d(A6, looppage() >= 1 AND looppage() <=1)
3		A5 = sum3d(A5, looppage() >= 1 AND looppage() <=1)

Recalculate command(Data menu):

Recalculate all formula, refresh all calculation result, including Recalculate page and Recalculate book.

Notes: Formulas referenced other page cell's value can't recalculate automatically, you can recalculate all formulas in a book it by using this Command.

Recalculate page

Recalculate all formula of current page.

Notes: Formulas referenced other page cell's value can't recalculate automatically, you can recalculate all formulas in current page by using Recalculate Command (Data menu).

Recalculate form

Recalculate all formula of the book.

Data Rotate command(Data menu):

Select an area, set data rotate, then open dialog box, click rotate button, you can rotate the data of selected area clockwise , 90 degree one time.

Col Reverse: Click this button, rotate the selected area in horizontal direction.

Row Reverse: Click this button, rotate the selected area in vertical direction.

Reset: Click this button, cancel what rotate button;column direction button and row direction button have done, and recover what the selected area has been.

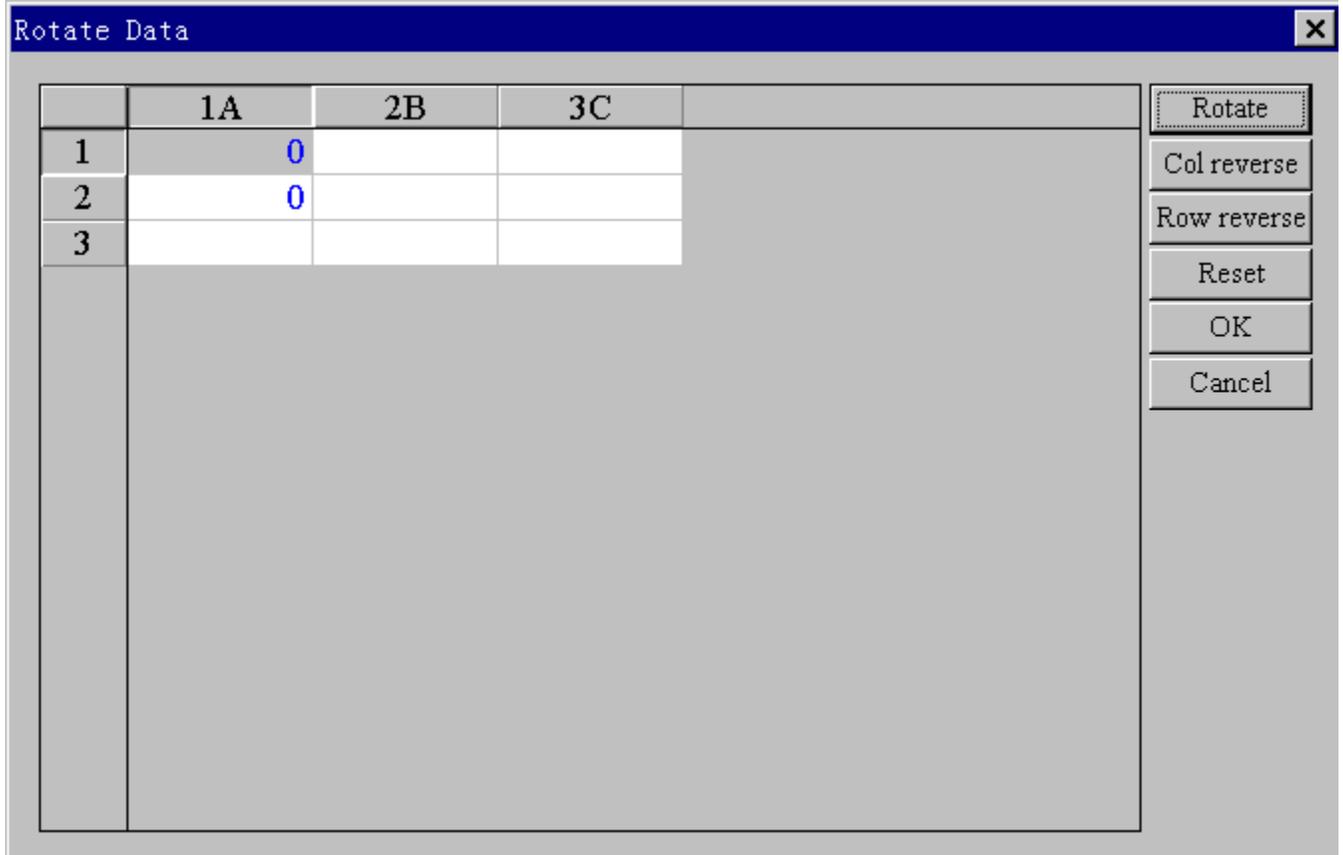


Chart Guide command(data menu):

Select the chart mode.

Source data: Select the area of the source data for drawing chart and making chart's legend.

Load: Click this button to fill data into data area list.

Axis: Set the choice to draw a chart by row or by column.

Data area: Display the data list for drawing chart. You can edit the data here while the original data are not changed. The edited cell will not display the original quotation in "quotation relation" table.

Column axis;row axis: While making chart according to rows, there can be a row displayed as the column axis data description. In the dialog box the description row is marked with "column axis" to its right, other rows are the data source of the chart and to their right there is a description "row axis".

While making chart according to columns, there can be a column displayed as the column axis data description. In the dialog box the description column is marked with "column axis" to its right, other columns are the data source of the chart and to their right there is a description "column axis".

Description column;data column: While making chart according to rows, there can be a column displayed as the legend text. In the dialog box the description column is marked with "description column" in its bottom, other columns are the data source of the chart and in their bottom there is a description "data column".

While making chart according to columns, there can be a row displayed as the legend text. In the dialog box the description row is marked with "description column" in its right, other rows are the data source of the chart and in their right there is a description "data column".

Chart data: This button is used to display the chart's original data.

Reference relation: This button is used to display the reference relation of chart's data.

Sample: Display the outlook of chart.

Title: It is on the top of chart.

Foot: It is at the bottom of chart to denote the chart.

X attribute: Set X axis even scale or not. When X axis is a number axis it valid.

Y title: On the left of Y axis, it is displayed as the unit of Y axis or as the legend of Y axis.

Type: Set the type of chart. There are column chart;polyline chart and dot chart.

Insert/delete row/column: Increase of decrease the data chart referred.

Refresh: When there is a change in chart's setting, apply this button to refresh the outlook of chart.

Chart Guide ✕

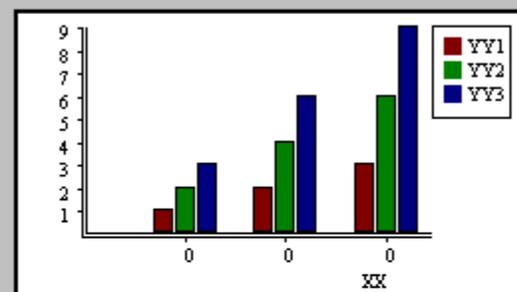
source data

Chart data:

Axis row(horizontal) col(vertical)

	1A	2B	3C	4D	5E
1	XX	0	0	0	X axis
2	YY1	1	2	3	Y axis
3	YY2	2	4	6	Y axis
4	YY3	3	6	9	Y axis
5	note	data	data	data	

Sample



Title

Foot

X attribute

Y title

Type

Sort Area command(Data menu):

Sort the number of selected area.

The screenshot shows a 'Sort' dialog box with a table and control elements. The table has 6 rows and 2 columns labeled '1A' and '2B'. Below the table are navigation arrows and radio buttons for 'row as record' and 'col as record'. At the bottom, there is explanatory text and 'OK' and 'Cancel' buttons.

	1A ▲	2B ▲
1		
2		
3		
4		
5		
6		

◀ ◀ ▶ ▶ row as record col as record

Click top label to sort, if you want to sort table by multi key word, sort by the last key word first, then the prior to last key word... sort by the first key word last, you can get what you want. Click OK to refresh source table.

OK
Cancel

Classify Sum command(Data menu):

Use this command to classify sum the selected area. Sum style includes five kinds of sum as follows: sum ;count ;average value;max value and minimum value.

Source area: Set the selected area. You can change its size freely, then click source data button to refresh it.

Key col: Set a column as key value column. Other columns are text columns.

List type: There are five kinds of sum: sum ;count ;average value;max value and minimum value.

Classify sum : After selecting sum style, then click classify sum button, you can do sum calculating using selected style.

Copy: In classify sum dialog box, copy all of the page of a selected area in the page to clipboard.

Delete col: Delete the column where cursor focuses on.

Delete row: Delete the row where cursor focuses on.

Append Page : Click this button, it will add a new blank page at the end of this book.

Delete Page : Delete the page where cursor focuses on .

Source data page : Set the number of page where data come from.

Sum page C- sum : Classify sum selected area with column B being key value. There are five kinds of sum: sum ;count ;average value;max value and minimum value.

Classify Sum

Source area

C5:D10

Load

key col

C

list type

Sum

	C	D
5		
6		
7		
8		
9		
10		

source data page sum page C-Sum

Classify Sum

Copy

Delete col

Delete row

Append page

Delete page

Return

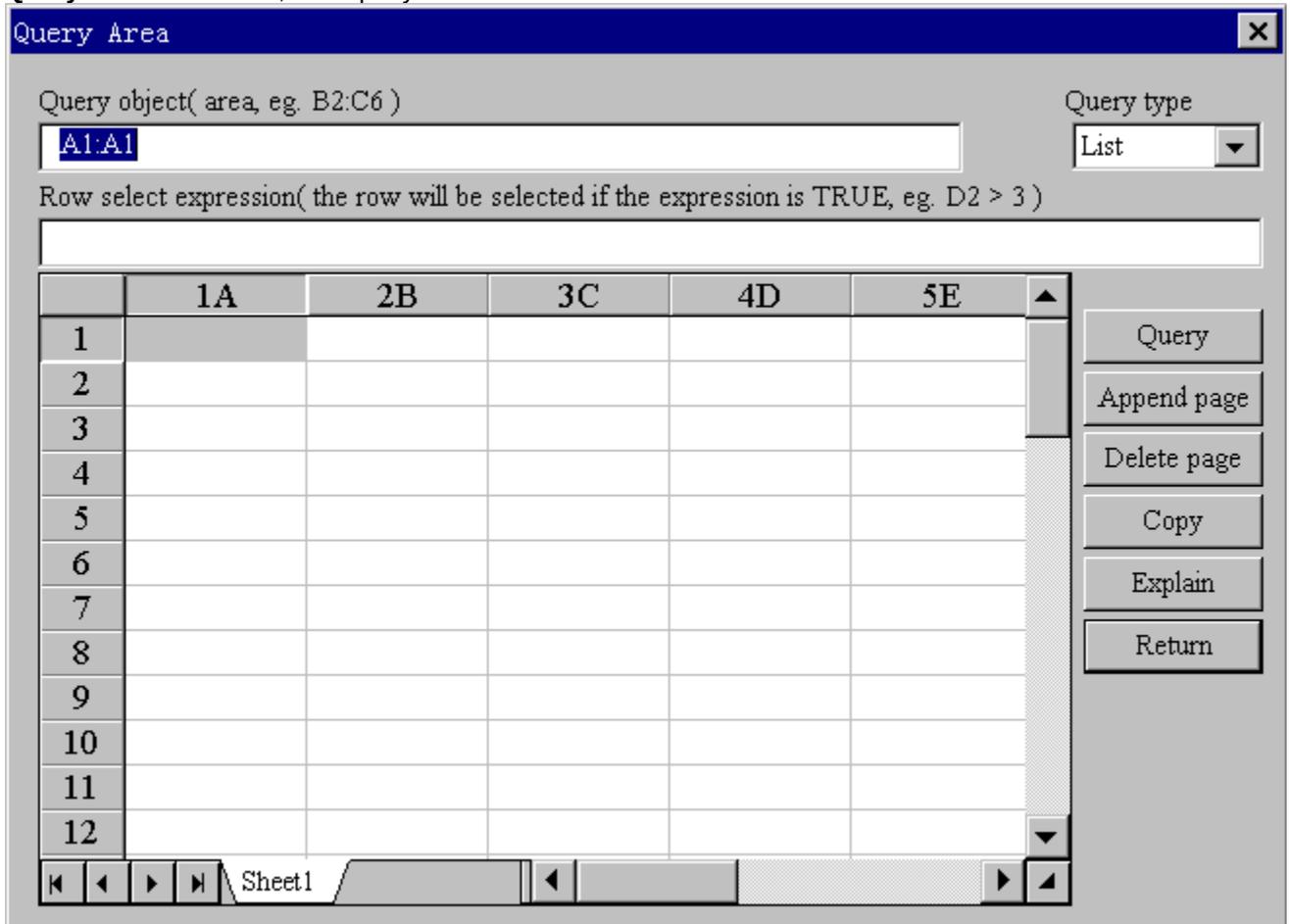
Query Area (Data menu):

Query object : Input the area to be queried, for example: A1: G5.

Query type: There are six query styles: list; sum ;count ;average value;max value and minimum value.

Row select expression: Used to sort rows, for example; $A5 > 4$, means that if A5 is greater than 4, the row will be one row of area sorting expression. In the next row, the expression is $A6 > 4$, if it is true, this row will also be one row of area sorting expression. Function looppage() and this() are used more frequently. Function looppage() returns rows selected, for example looppage() ≥ 1 AND looppage() ≤ 3 , then row1, 2, 3 are selected. Function this() returns the active page's cells, for example $A5 + this(A6) > 4$, when sorting, A5 will change, while this(A6) always returns A6. Using row sorting expression will get the same result as using database's SELECT(WHERE) sentence.

Query: Click this button, start query.



Condition Evaluate command(Data menu):

Condition Evaluate ✕

Object Area =

Cell selected expression

Refresh all pages

	C	D
5		
6		
7		
8		
9		
10		

Round Balance command(Data menu):

Round Balance X

Round area

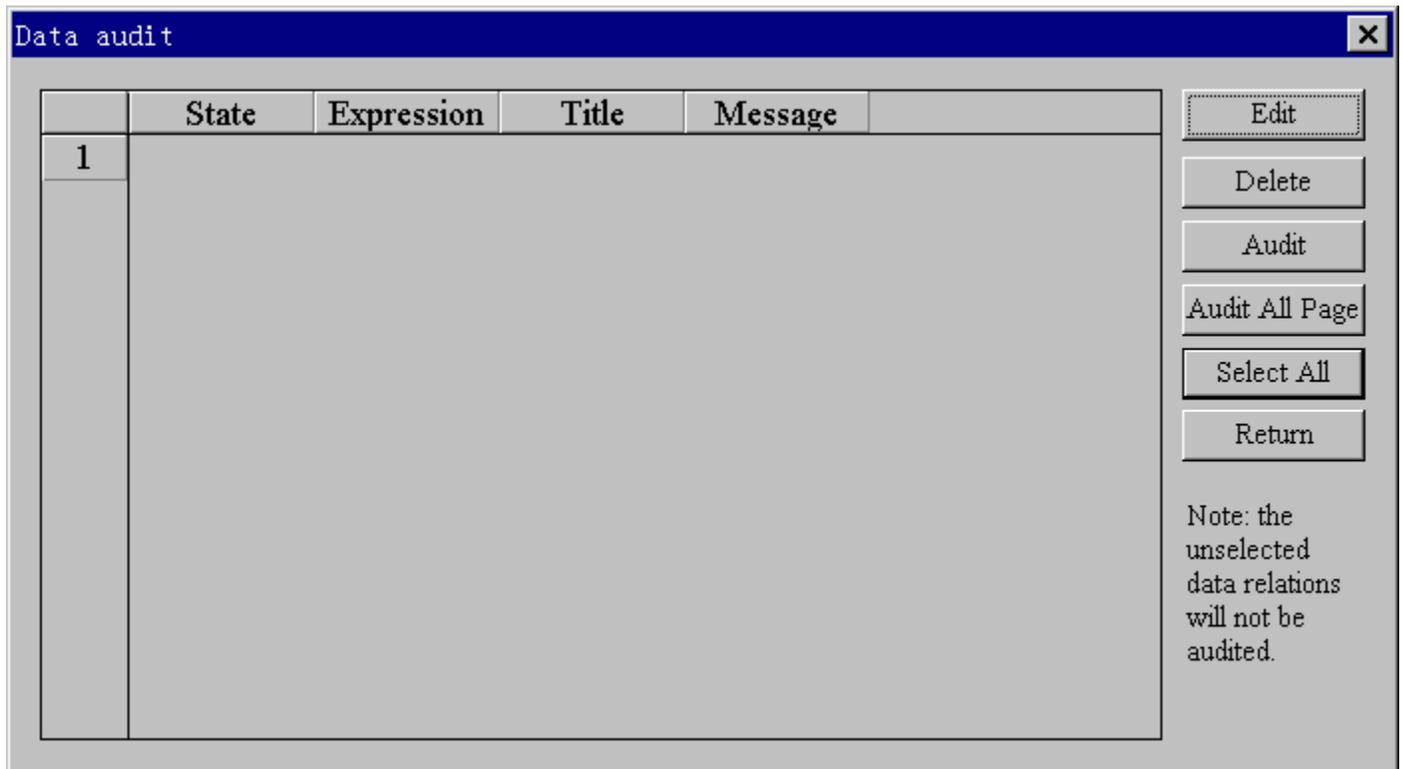
Balance cell(always the sum result cell, can be multi cells, sample: A1, B2, C3:D4)

divisor Decimals after round(the remain part will

	C	D
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>

Refresh all pages in source book

Data Audit command(Data menu):



Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

CELL displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

Index command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using CELL and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of CELL.

Context Help command



Use the Context Help command to obtain help on some portion of CELL. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the CELL window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Title Bar

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button



Name of the application



Name of the document



Restore button

Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.

Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the CELL window to an icon.

Shortcut

Mouse: Click the minimize icon  on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.

Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window. CELL determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. CELL determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the <<YourType>> window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

Edit document

In main window, you can do following things with mouse and keyboard:

1 Mouse Operation:

- Sizing row height or column width place mouse in the edge of col&row label cell, press left button and drag.
- Join or unjoin cell place mouse at the corner of current cell and press left button and drag.
- Selected in grid area press left button and drag.
- Unselected Click any not selected cell.
- Drag and drop move mouse to any selected cell, press left button and drag, press Control key to copy, otherwise will move the selected cells.
- Pop menu in main window, click right mouse button will show pop menu.

2 Keyboard Operation:

- input String or number note: use Control+Enter to input a line break
- input formula press = key
- Delete cell text move to the cell and press Del key
- Selecte cell Control + -> or Shift + -> and so on.
- Move cell direction key

The help of CELL includes such commands as follows:

Command

- File Menu Open;¢save;¢print or send file.
- Edit Menu Edit cell, including copy;¢paste;¢Remove operations.
- View menu Set CELL view.
- Cell menu Set cell's property.
- Page menu Implement operation to page including insert;¢delete;¢perspective and so on.
- Data menu Deal with sheet data processing .
- Window menu Set window cascade or tile style.
- Help menu Provide the help using CELL.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar: 
Keys: CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Print Range

Specify the pages you want to print:

All Prints the entire document.

Selection Prints the currently selected text.

Pages Prints the range of pages you specify in the From and To boxes.

Copies

Specify the number of copies you want to print for the above page range.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print

Bring up the print dialog box, to start a print job.

Next Page

Preview the next printed page.

Prev Page

Preview the previous printed page.

One Page / Two Page

Preview one or two printed pages at a time.

Zoom In

Take a closer look at the printed page.

Zoom Out

Take a larger look at the printed page.

Close

Return from print preview to the editing window.

Print Setup command (File menu)

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait or Landscape.

Paper Size

Select the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Page Setup command (File menu)

<< Write application-specific help here. >>

Cell connect to Microsoft SQL server

With ODBC drivers, Cell can connect to remote database.

Server: Windows NT 4.0, MS SQL Server 6.5

Client: Windows95, MS SQL Server 6.5 Client, Cell Control 3.1 Pack4

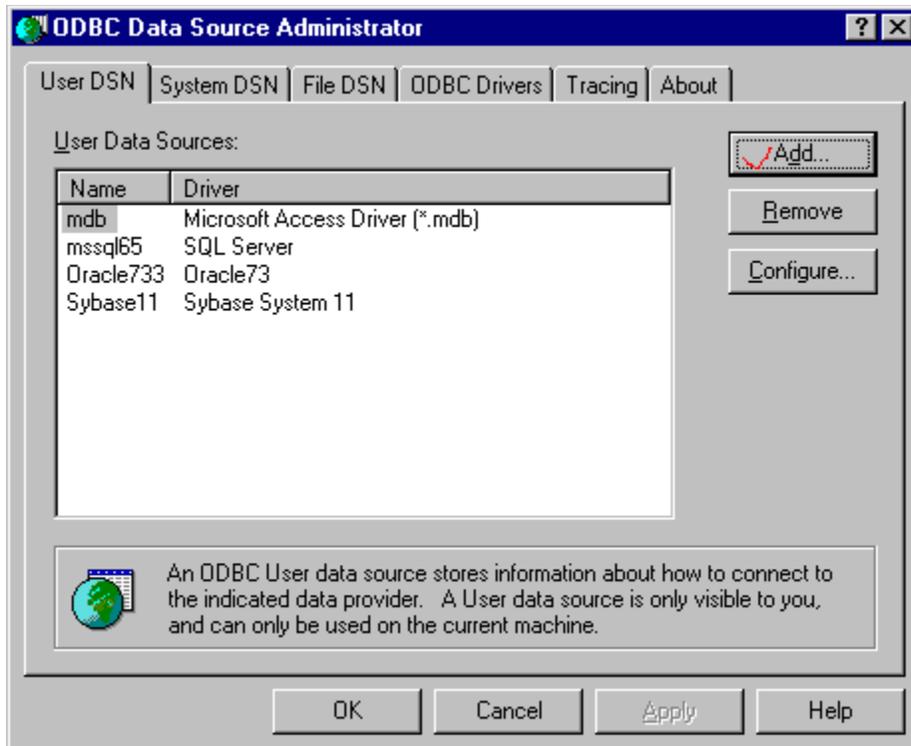
1 Configure client

SQL sever needn't configure before use.

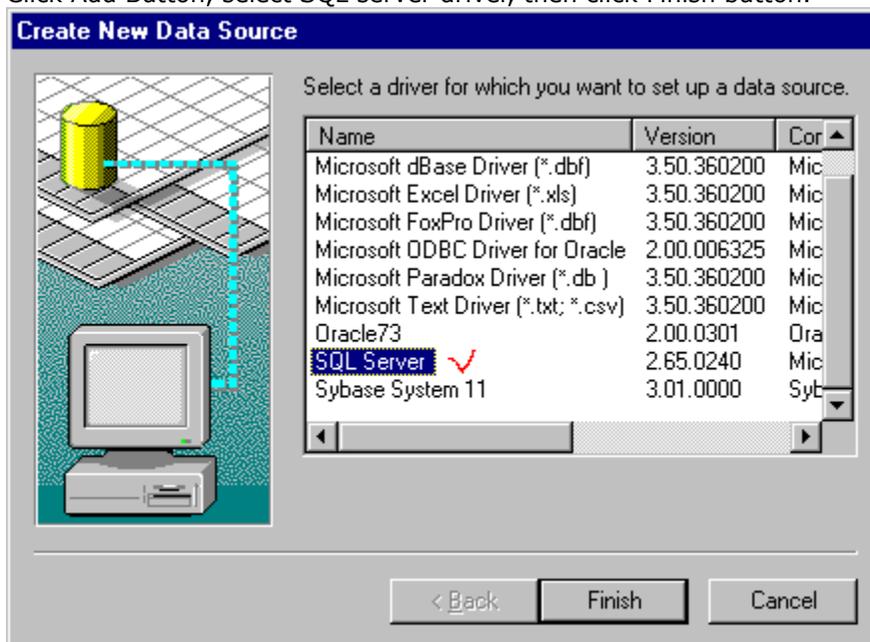
2 Create ODBC data source



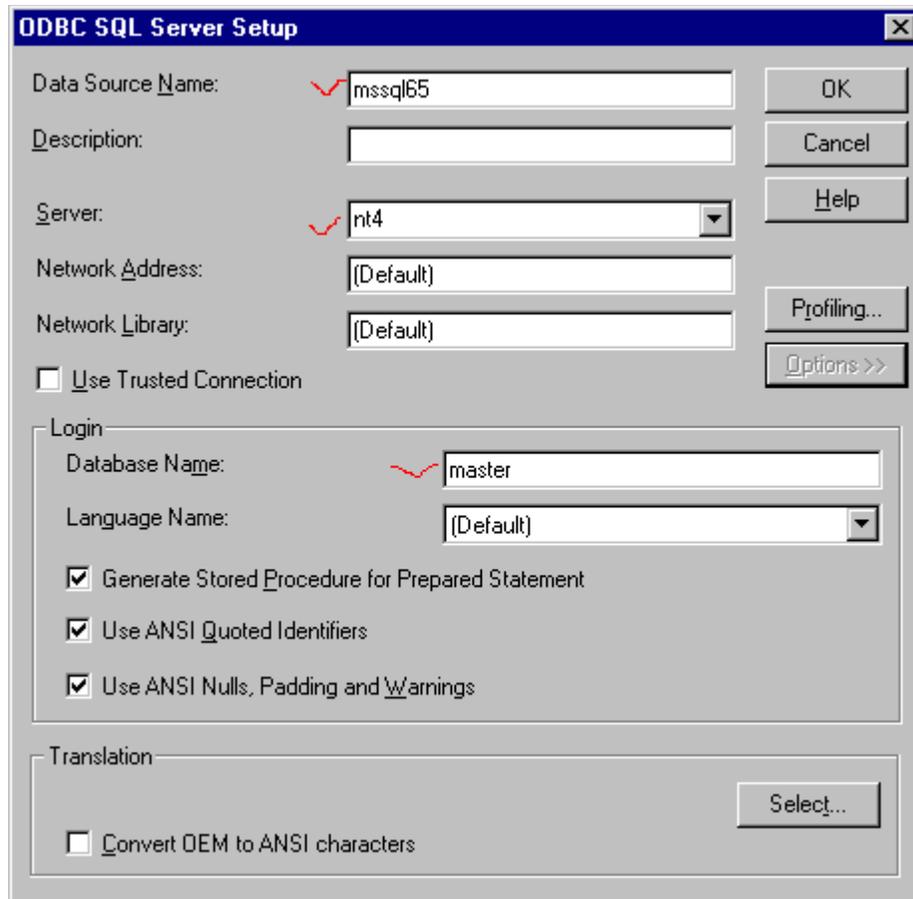
Open Control Panel, double Click 32bit ODBC icon (if you can't find it, please install ODBC drivers (you can find it in download page)), you get this dialog:



Click Add Button, select SQL server driver, then click Finish button.



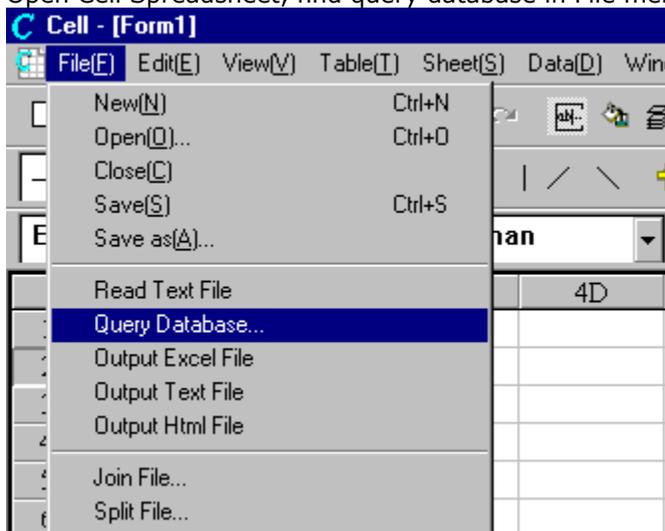
You enter here, There are 3 parameters you should input: 1) Data Source name: make a name yourself; 2) Server: the computer name or IP address of the SQL server machine; 3) Database name: indicate a database in server (You may only query data in this database).



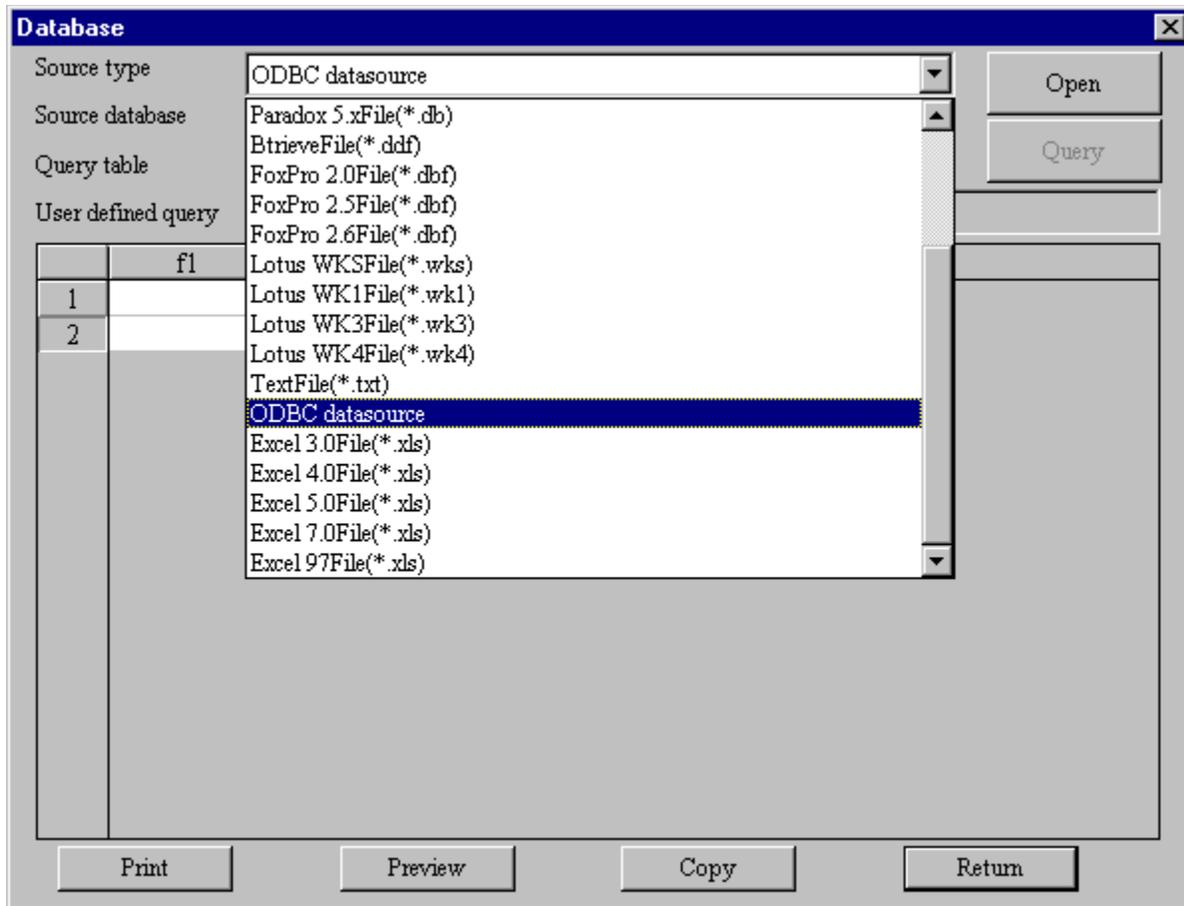
Click OK, then you create an ODBC data source named mssql65.

3 Use Cell Spreadsheet to make query

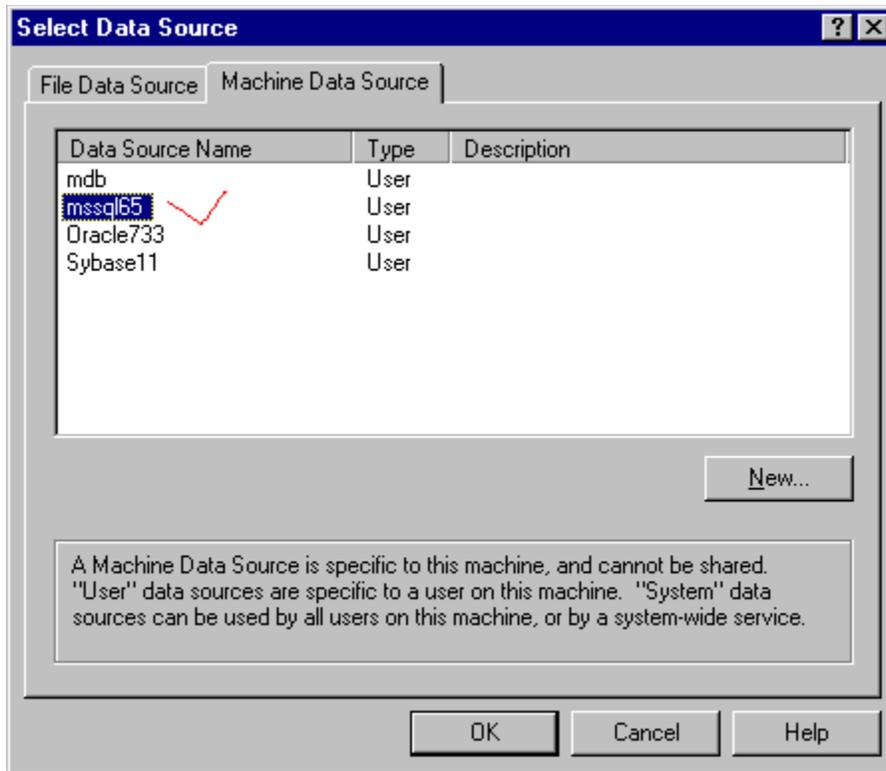
Open Cell Spreadsheet, find query database in File menu, like this:



Then select ODBC database type in this dialog, click Open,

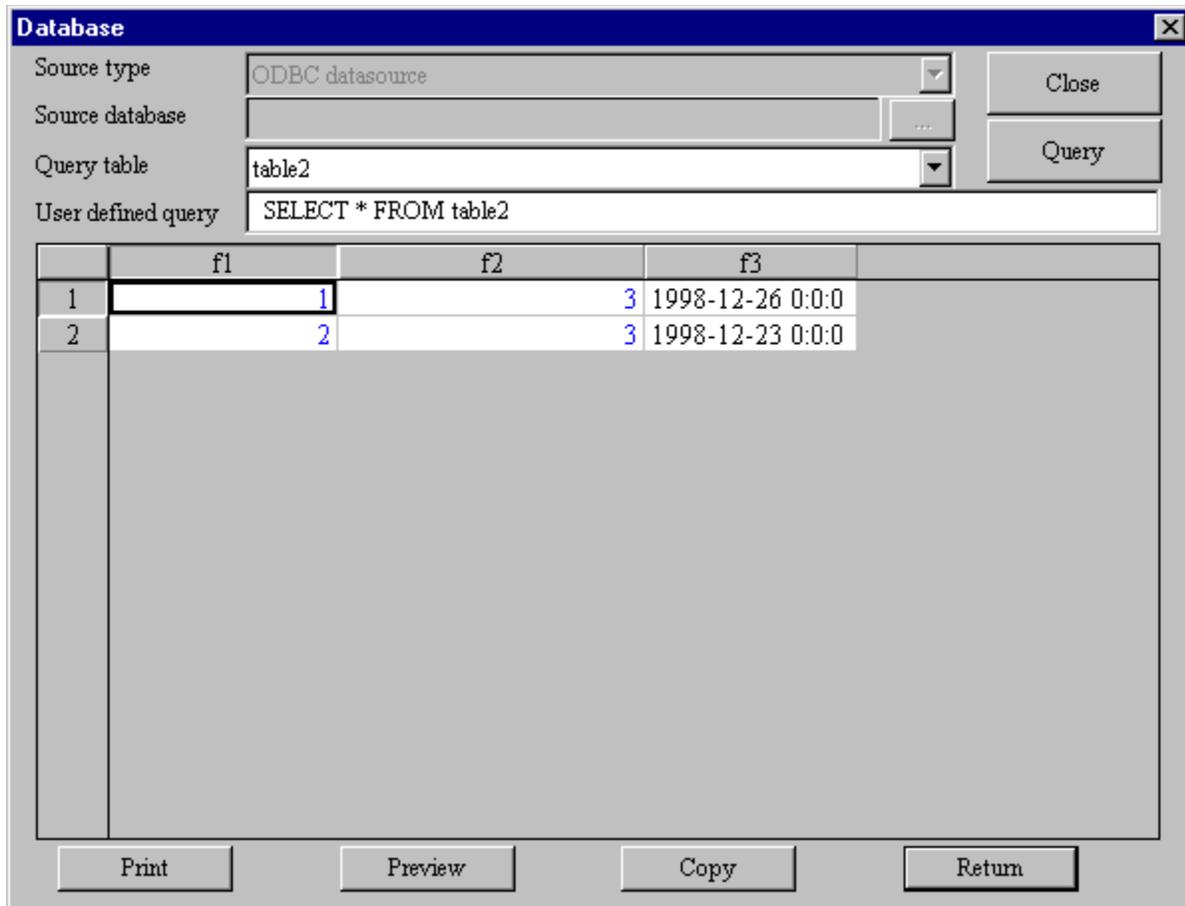


the ODBC data source dialog will show, select mssql65 (created just a moment ago), Click OK,



a SQL server login dialog will show, use the default id: sa, no password if you haven't set after install SQL server 6.5, Click OK,

then we come to end at last, see this, you can select table, or make query string yourself, Click Query you will get your data.



4 Use Cell Control

There are two methods to open an ODBC data source (one can return tables list):

BOOL DoOpenODBCDbase(LPCTSTR connectstr, VARIANT FAR* tables)

BOOL DoOpenODBCDbaseVfp(LPCTSTR connectstr)

If you give a NULL or Empty connect string, the ODBC data source dialog will show, the dialog will not show if you connect string not NULL. for example, the connect string of the sample in Cell Spreadsheet is:

"DSN=mssql65;SERVER=nt4;UID=sa;PWD=;DATABASE=master"

Cell connect to Oracle

With ODBC drivers, Cell can connect to remote database.

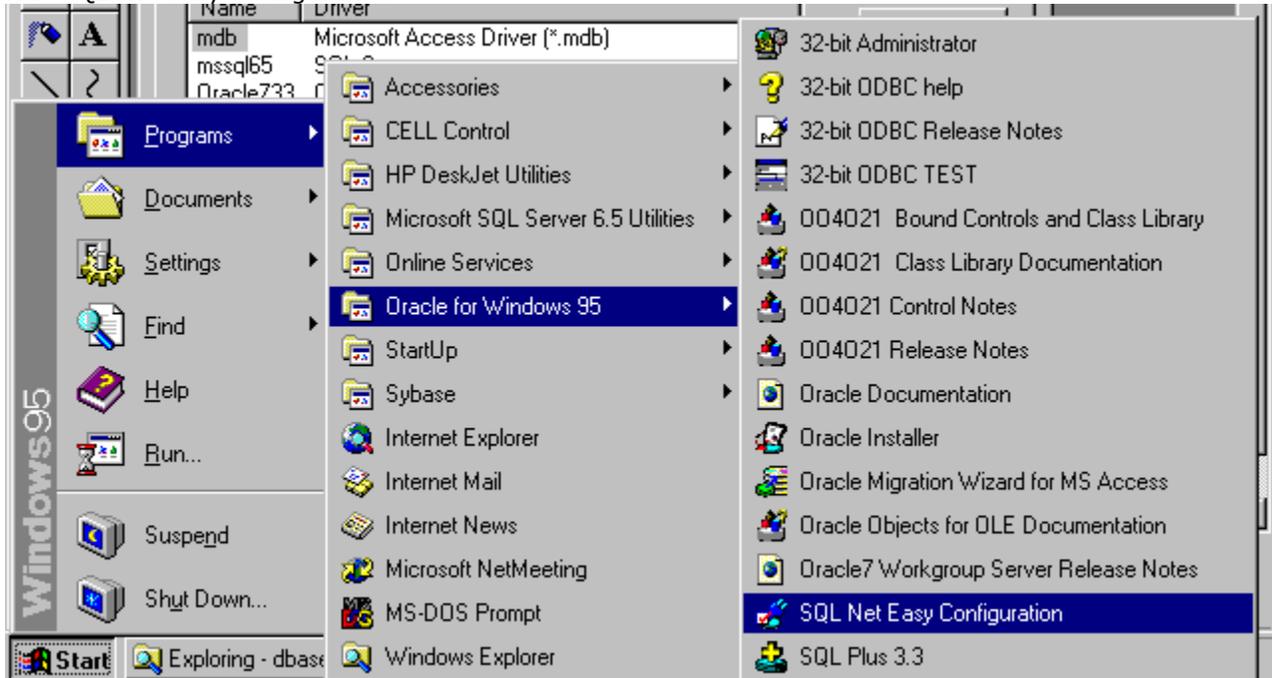
Server: Windows NT 4.0, Oracle 7.3.3 for NT (computer name: nt4, Default network protocol:TCP/IP, Address: 100.100.100.1)

Client: Windows95, Oracle 7.3.3 Client, Cell Control 3.1 Pack4

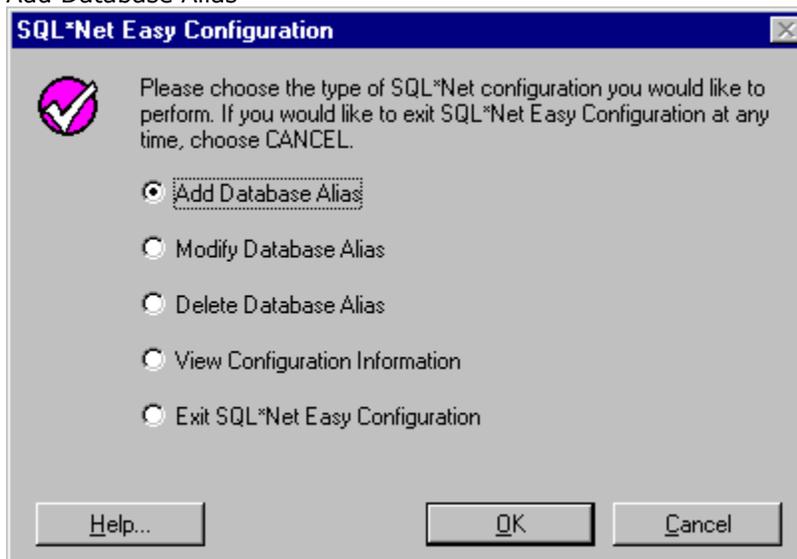
1 Configure client

Configure Oracle Client after you install Oracle 7.3.3 Client for Windows95.

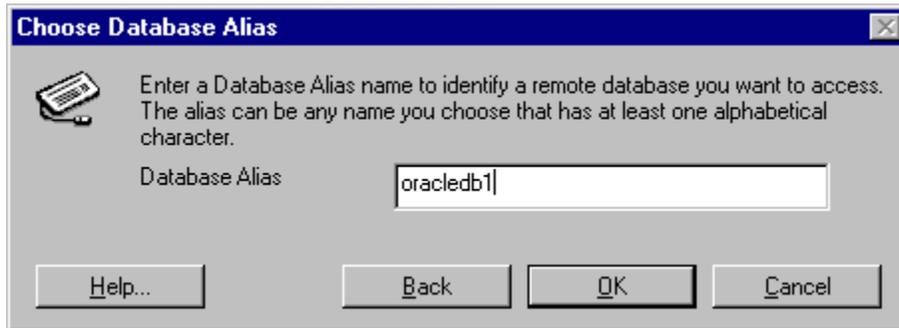
Run SQL Net easy Configuration



Add Database Alias



Make a name for the new Database alias



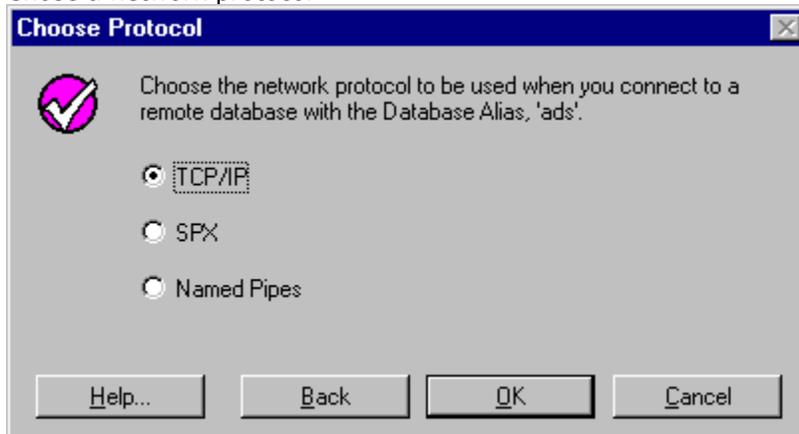
Choose Database Alias

Enter a Database Alias name to identify a remote database you want to access. The alias can be any name you choose that has at least one alphabetical character.

Database Alias:

Buttons: Help... Back OK Cancel

Chose a network protocol



Choose Protocol

Choose the network protocol to be used when you connect to a remote database with the Database Alias, 'ads'.

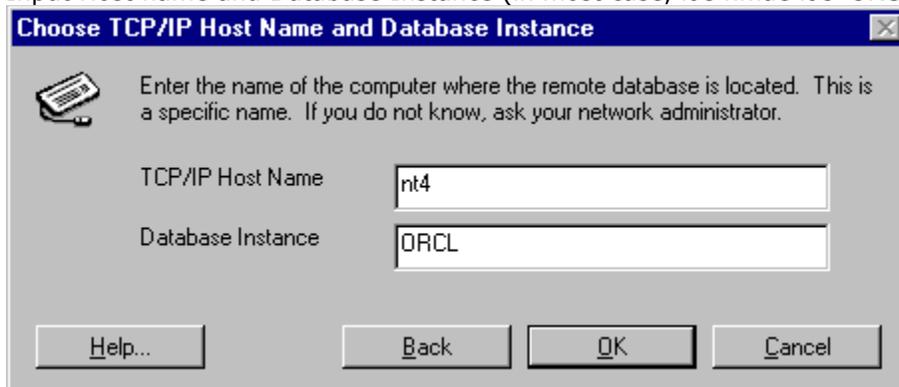
TCP/IP

SPX

Named Pipes

Buttons: Help... Back OK Cancel

Input Host name and Database Instance (in most case, it's nmae it's 'ORCL' (default)),



Choose TCP/IP Host Name and Database Instance

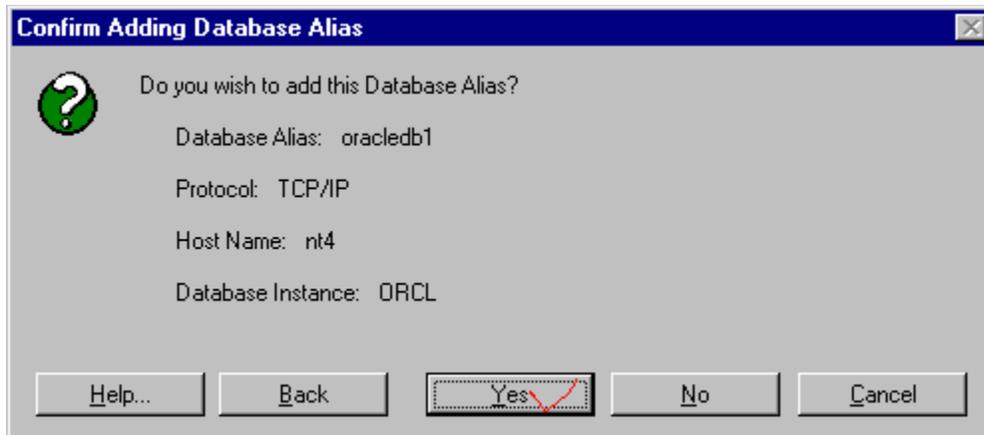
Enter the name of the computer where the remote database is located. This is a specific name. If you do not know, ask your network administrator.

TCP/IP Host Name:

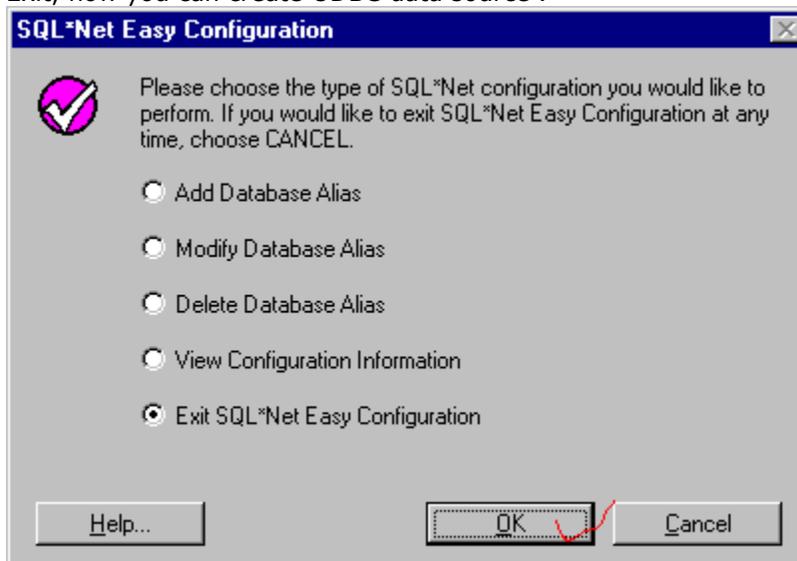
Database Instance:

Buttons: Help... Back OK Cancel

Save new Database alias



Exit, now you can create ODBC data source .



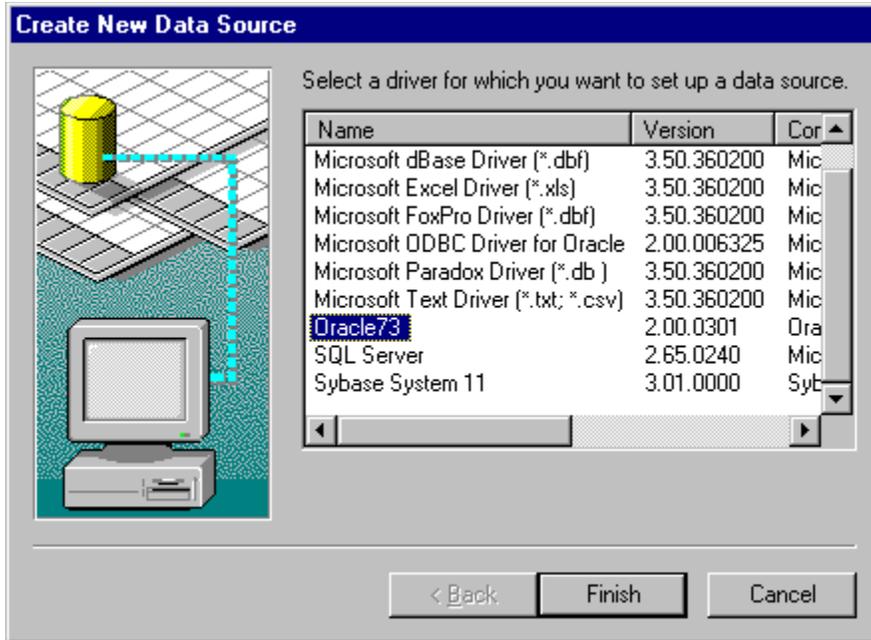
2 Create ODBC data source



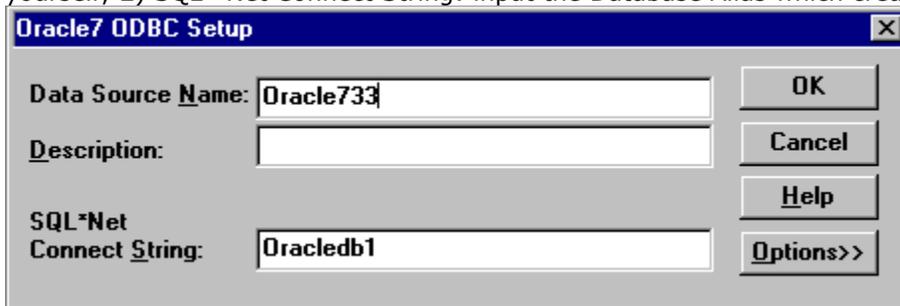
Open Control Panel, double Click 32bit ODBC icon (if you can't find it, please install ODBC drivers (you can find it in download page)), you get this dialog:



Click Add Button, select Oracle driver, then click Finish button.



You enter here, There are 2 parameters you should input: 1) Data Source name: make a name yourself; 2) SQL *Net Connect String: input the Database Alias which created a moment ago.



Click OK, then you create an ODBC data source named Oracle733.

3 Use Cell Spreadsheet to make query

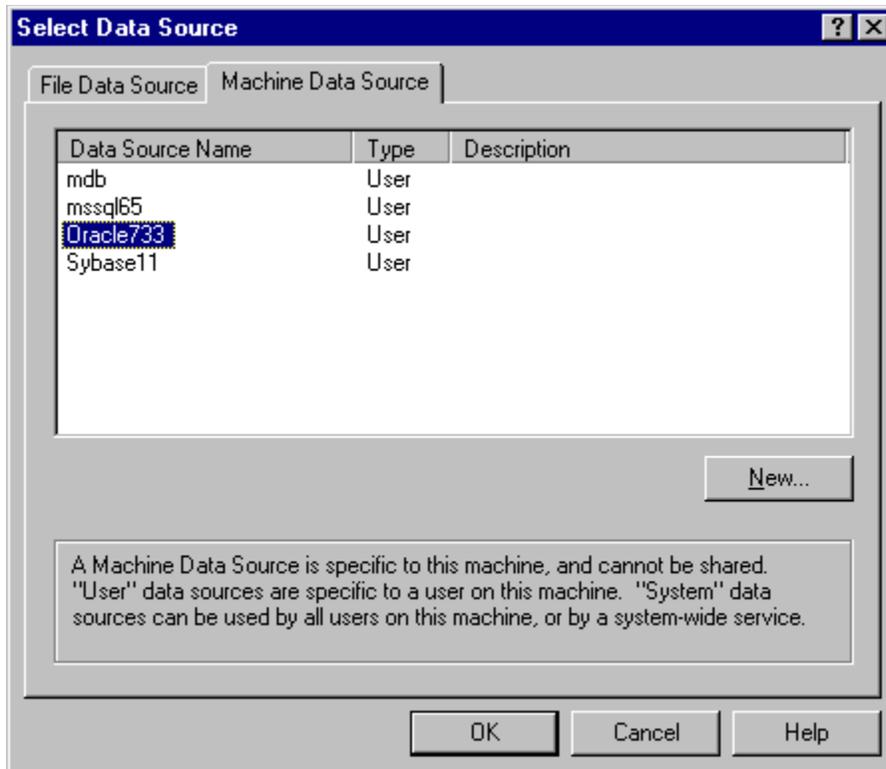
Open Cell Spreadsheet, find query database in File menu, like this:



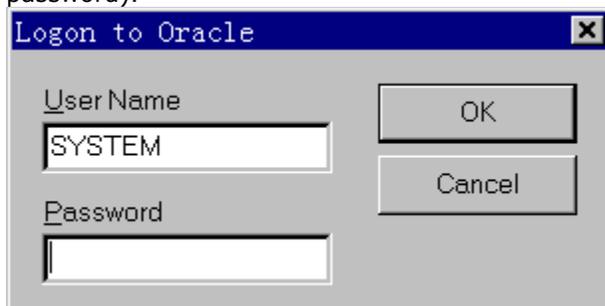
Then select ODBC database type in this dialog, click Open,



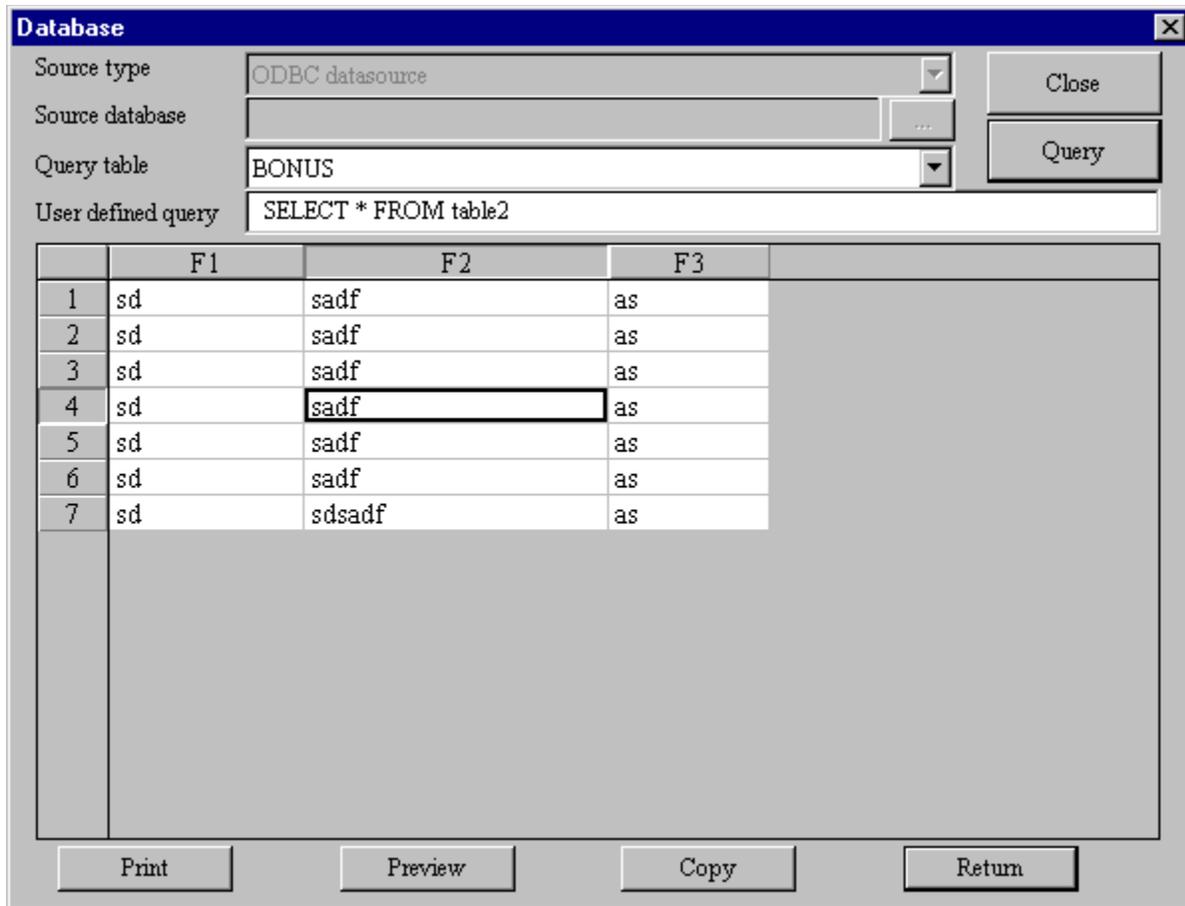
the ODBC data source dialog will show, select Oracle733 (created just a moment ago), Click OK,



Oracle login dialog will show, use the default id: SYSTEM, password: MANAGER (this is default password).



then we come to end at last, see this, you can select table, or make query string yourself, Click Query you will get your data.



4 Use Cell Control

There are two methods to open an ODBC data source (one can return tables list):

BOOL DoOpenODBCDbase(LPCTSTR connectstr, VARIANT FAR* tables)

BOOL DoOpenODBCDbaseVfp(LPCTSTR connectstr)

If you give a NULL or Empty connect string, the ODBC data source dialog will show, the dialog will not show if you connect string not NULL. for example, the connect string of the sample in Cell Spreadsheet is:

"DSN=oracle73;DBQ=Oracledb1;UID=SYSTEM;PWD=MANAGER"

Cell connect to Sybase

With ODBC drivers, Cell can connect to remote database.

Server: Windows NT 4.0, Sybase 11 (computer name: nt4, Default network protocol:TCP/IP, Address: 100.100.100.1)

Client: Windows95, Sybase 11 Client, Cell Control 3.1 Pack4 or up (note: Sybase 11 ODBC Drivers do not support snapshot recordset, please use Cell Control 3.1 Pack4 or up.)

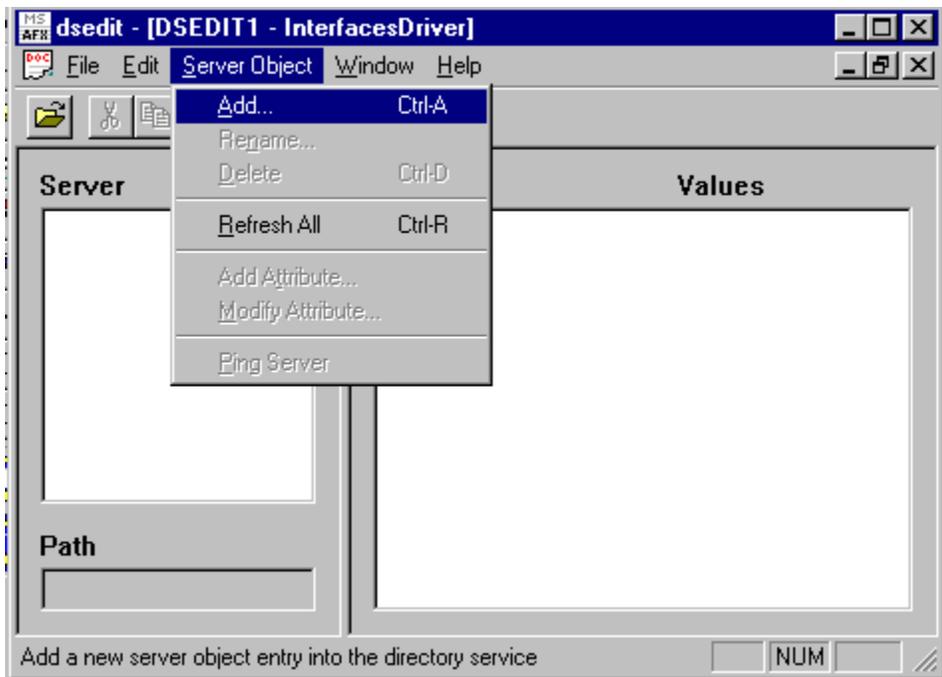
1 Configure client

You need to configure client after you install Sybase 11 Client.

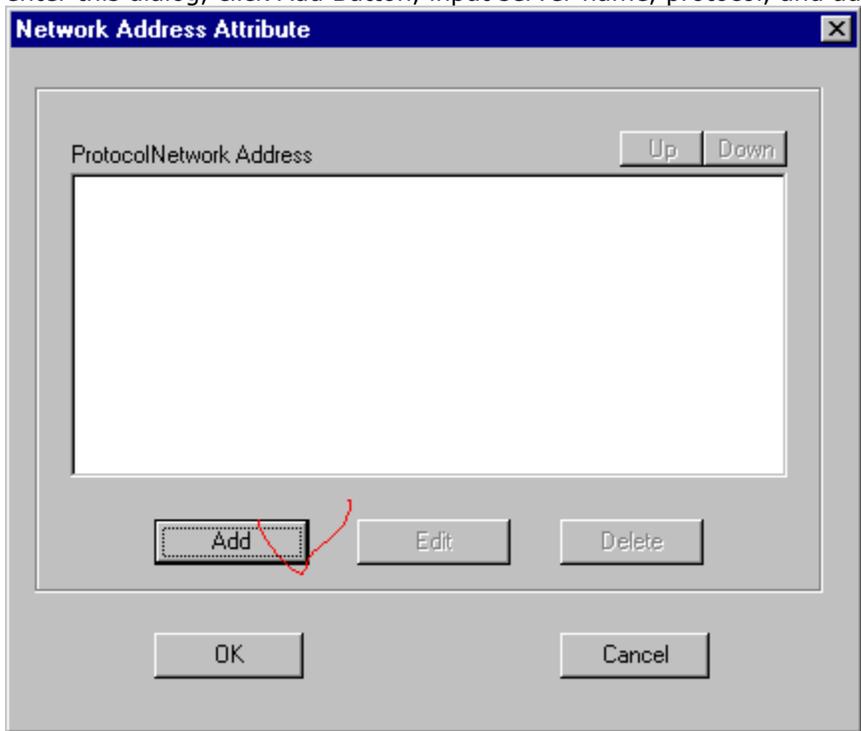
Run Dsedit in Sybase group, see this,



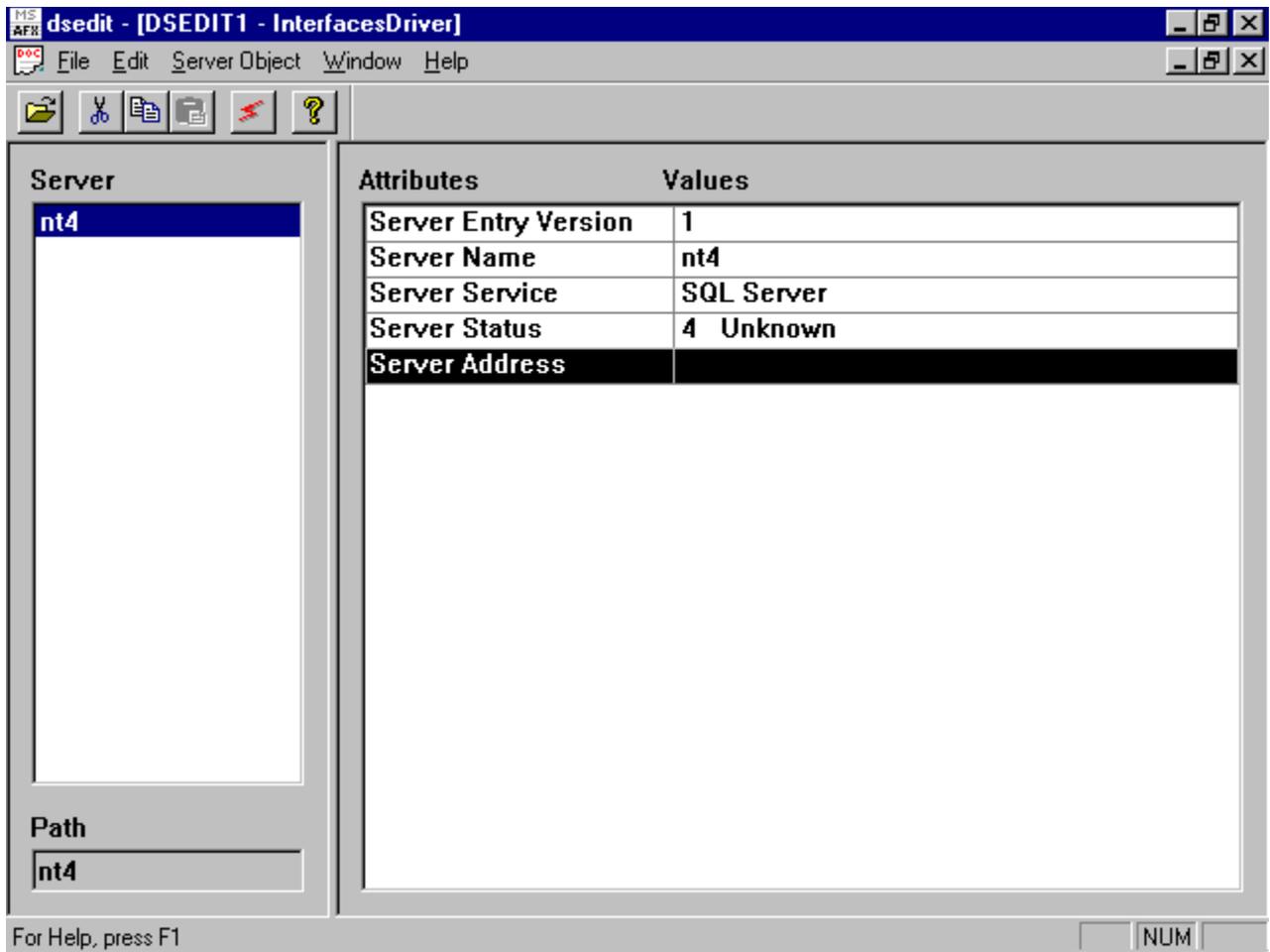
You enter this window, add a server object,



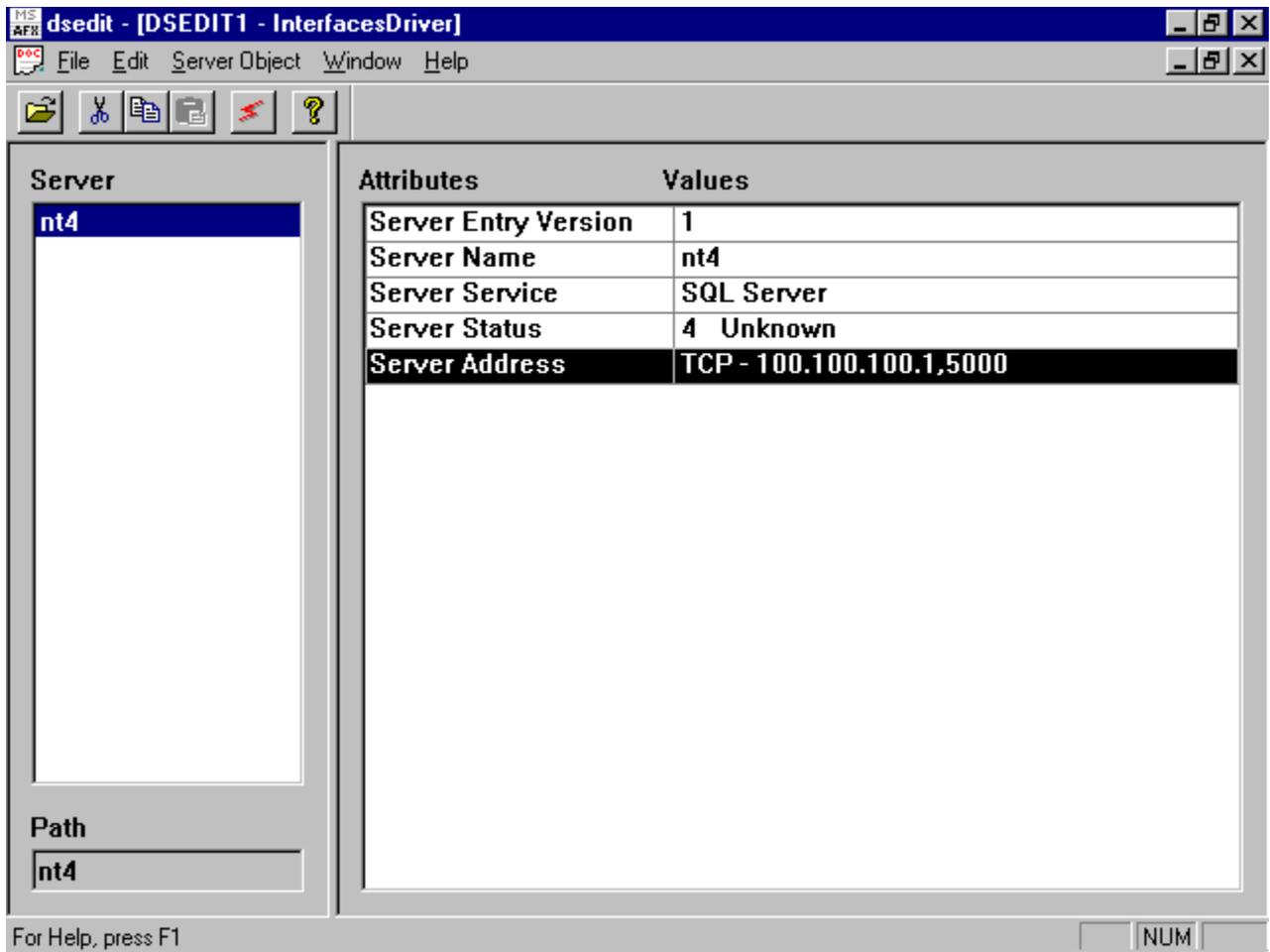
enter this dialog, click Add Button, input server name, protocol, and address, port number,



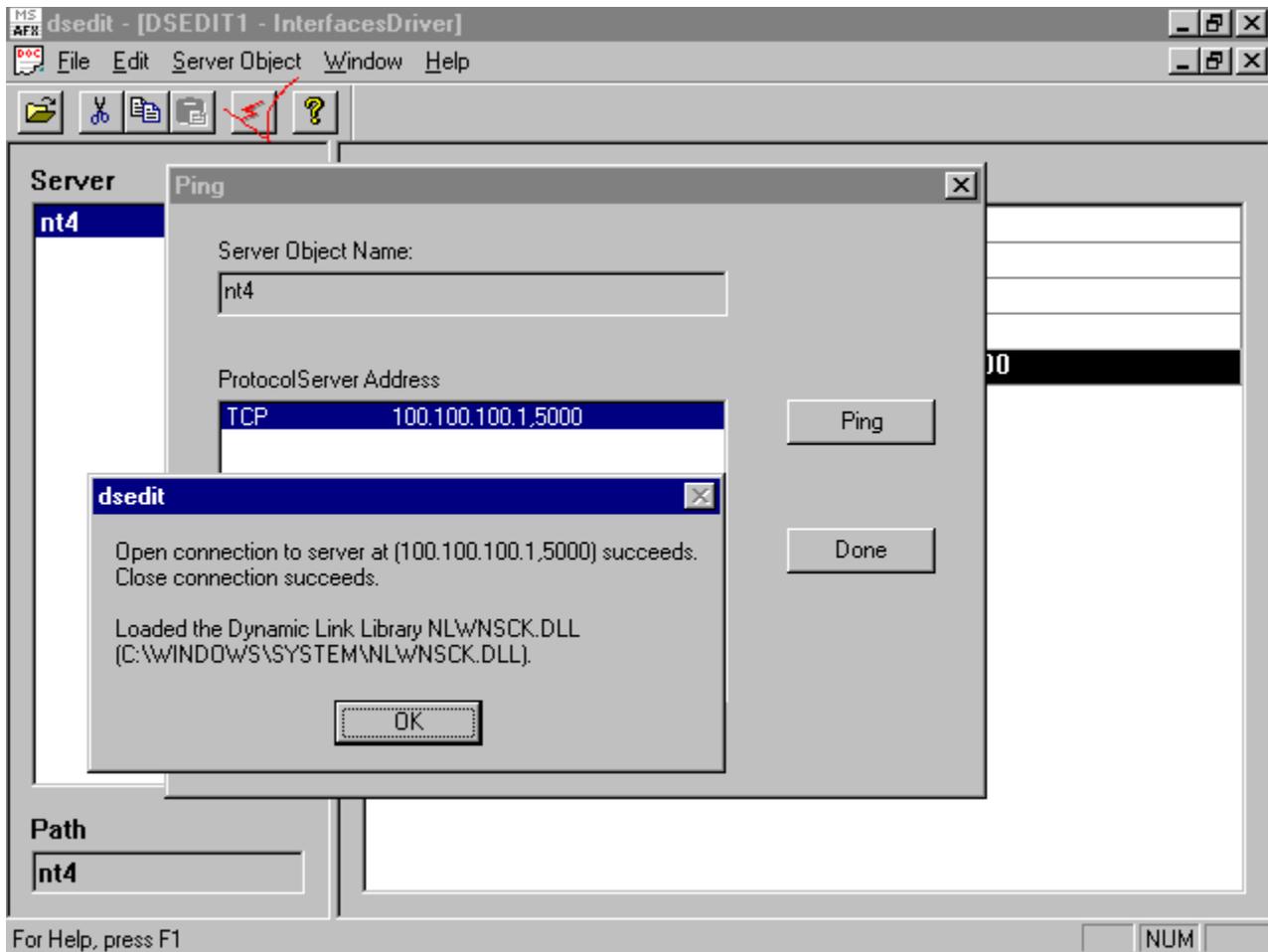
when finished, you get this,



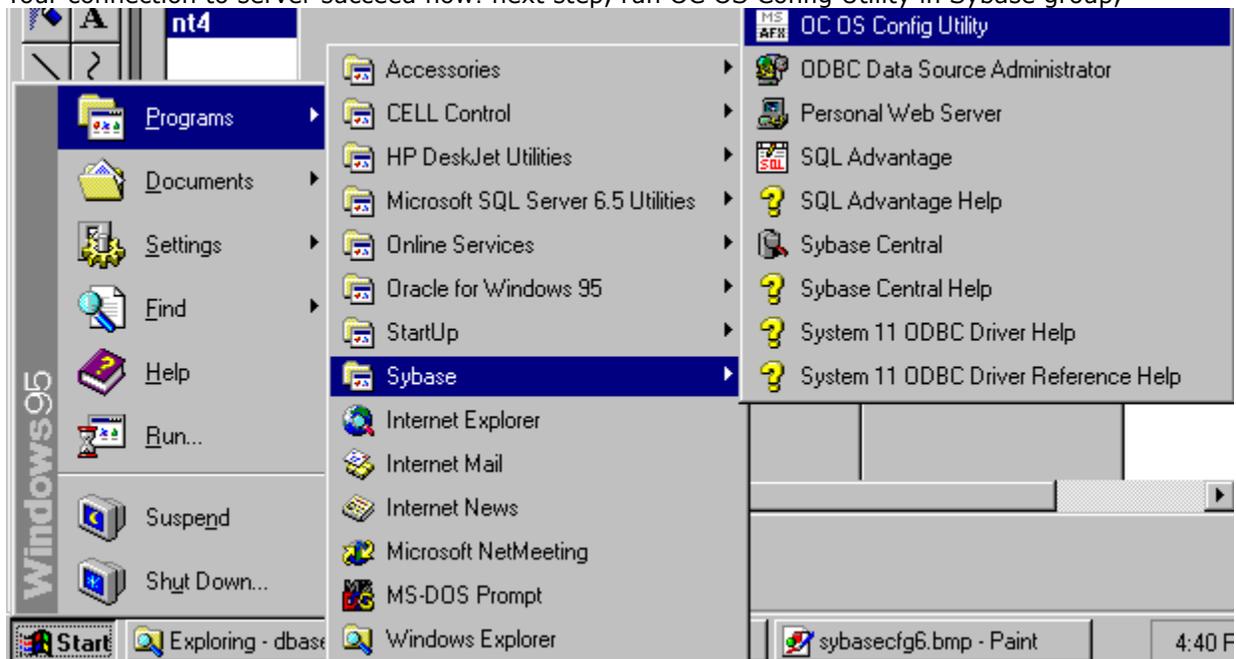
double click Server Address, input server address, like this:

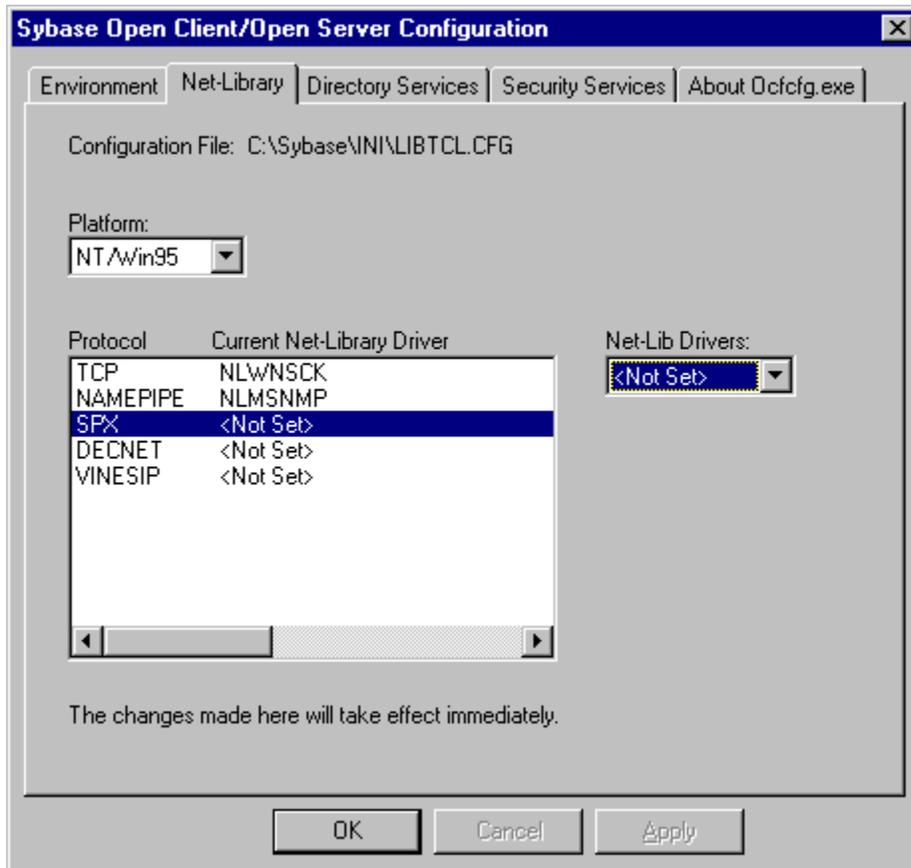


Now you can test your work by ping server.

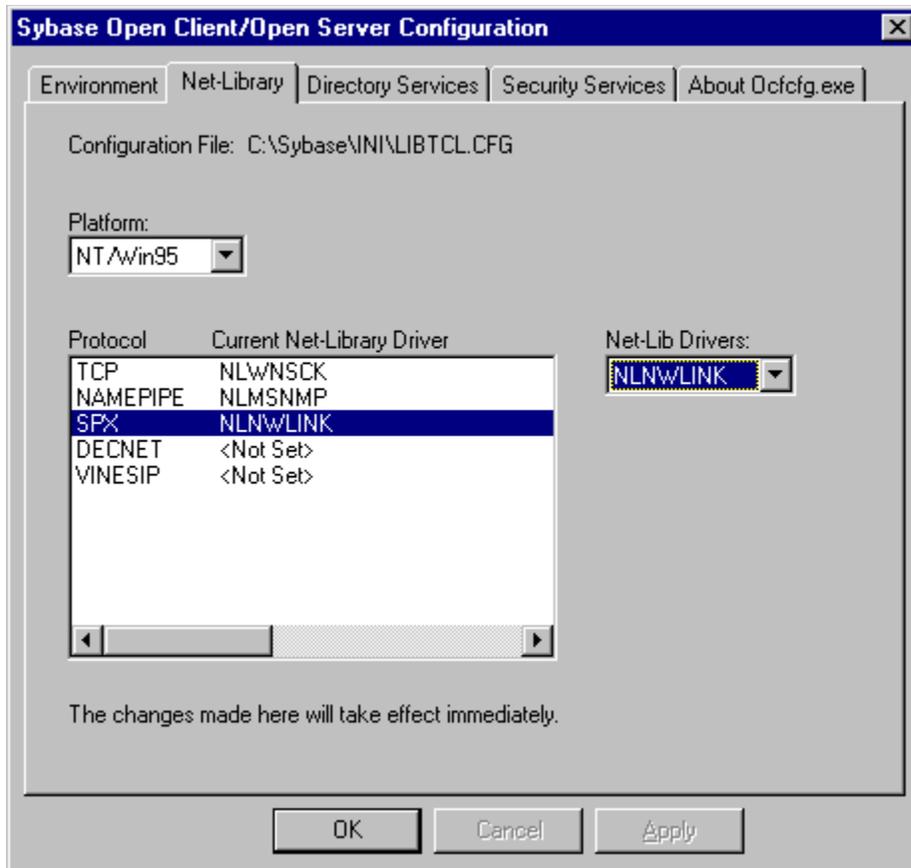


Your connection to server succeed now! next step, run OC OS Config Utility in Sybase group,

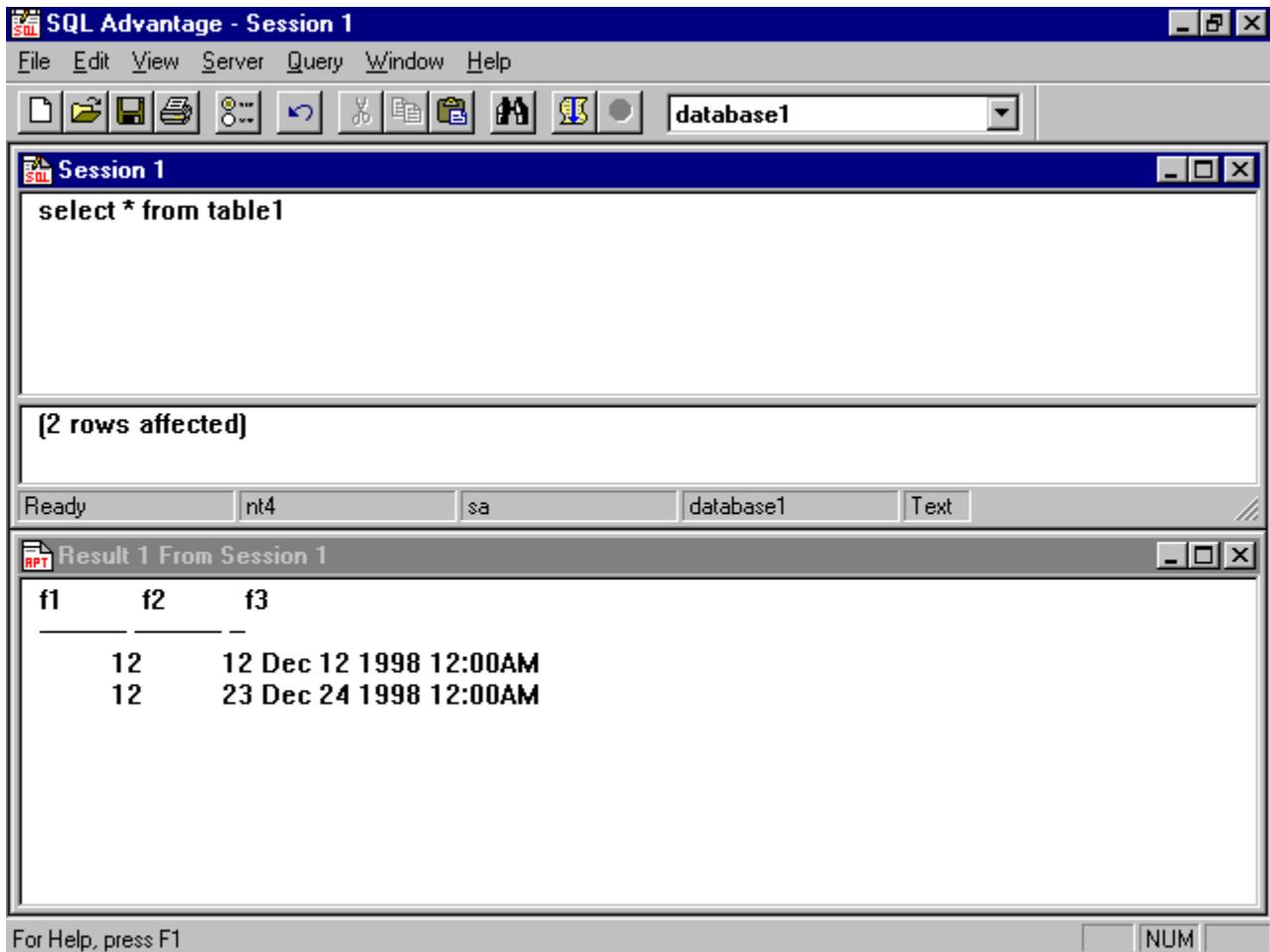




Set SPX to NLNWLINK.



Then run SQL Advantage in Sybase group, see you can query data now.



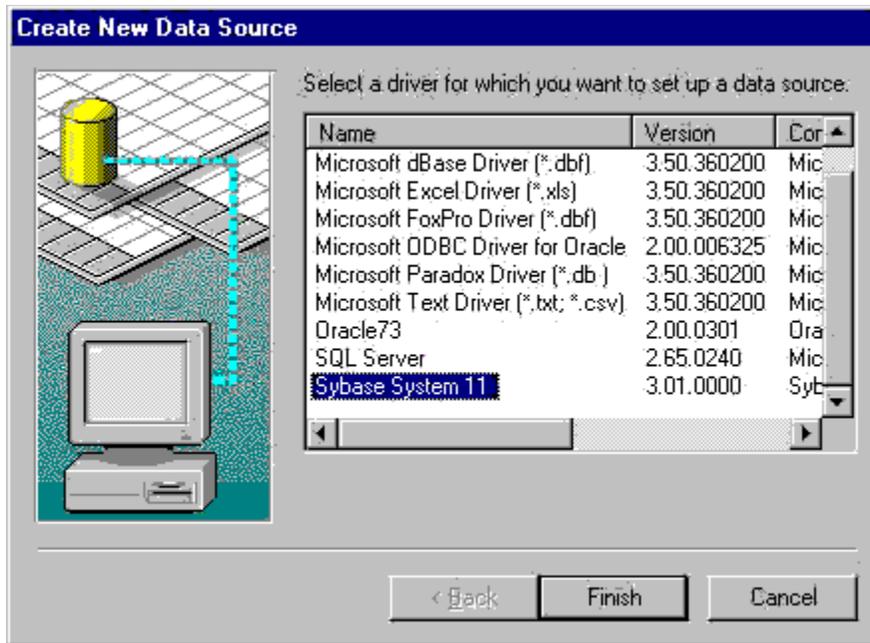
2 Create ODBC data source



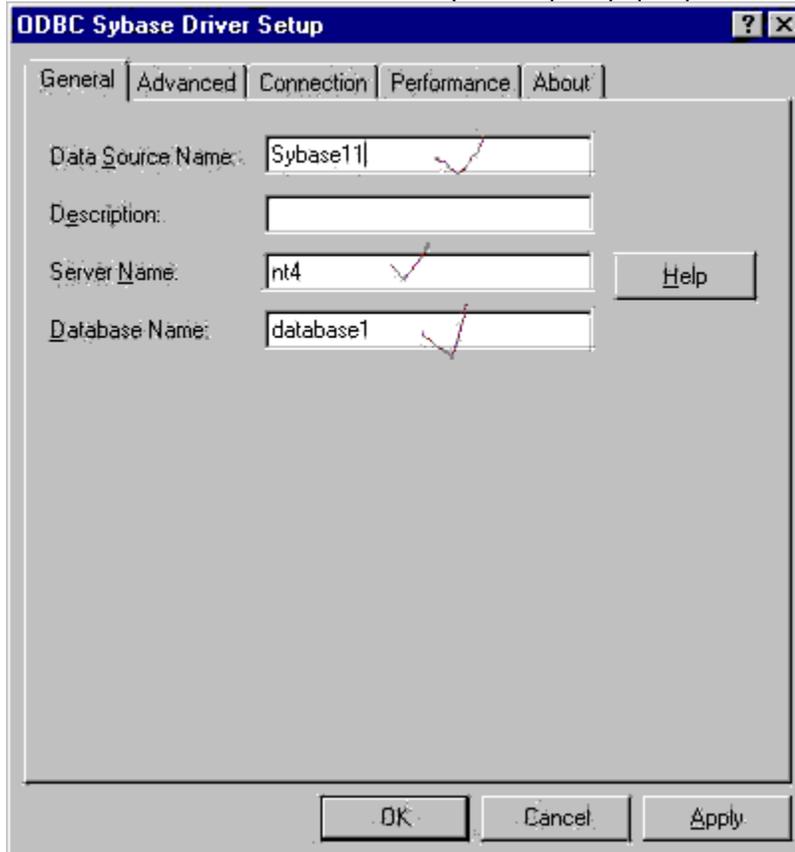
Open Control Panel, double Click 32bit ODBC icon (if you can't find it, please install ODBC drivers (you can find it in download page)), you get this dialog:



Click Add Button, select Sybase driver, then click Finish button.



You enter here, There are 3 parameters you should input: 1) Data Source name: make a name yourself; 2) Server: the computer name or IP address of the Sybase server machine; 3) Database name: indicate a database in server (You may only query data in this database).



Click OK, then you create an ODBC data source named Sybase11.

3 Use Cell Spreadsheet to make query

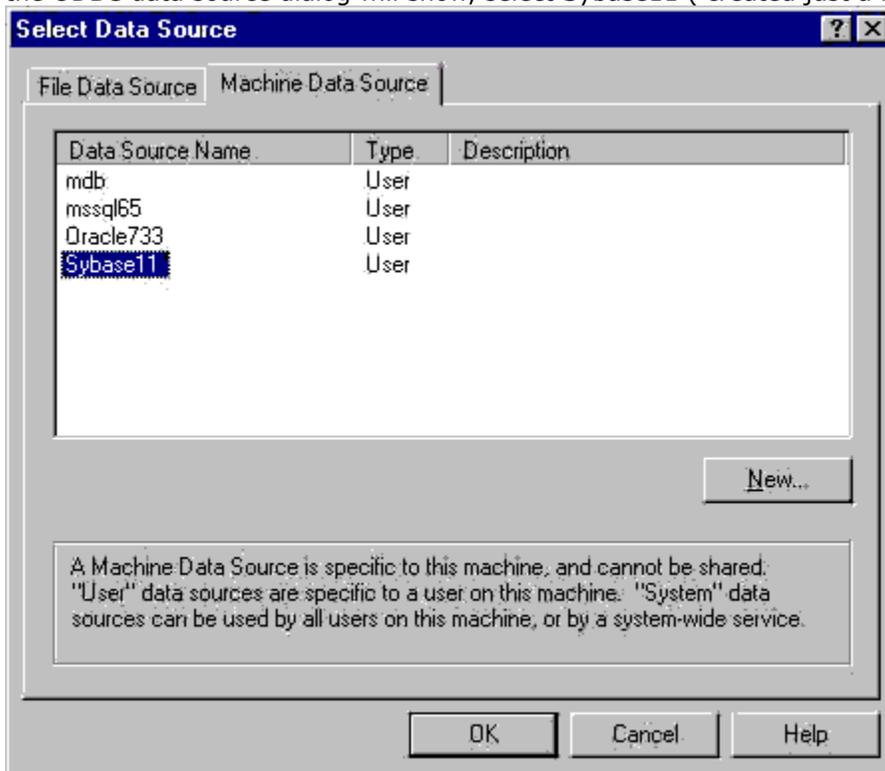
Open Cell Spreadsheet, find query database in File menu, like this:



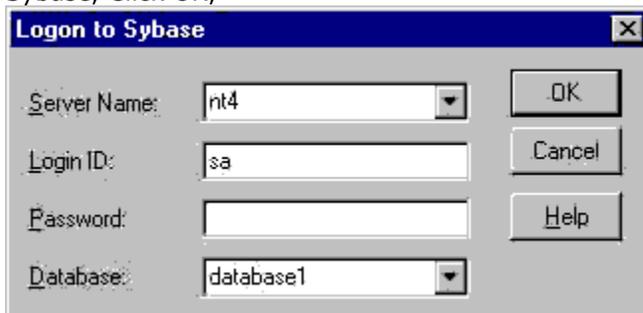
Then select ODBC database type in this dialog, click Open,



the ODBC data source dialog will show, select Sybase11 (created just a moment ago), Click OK,

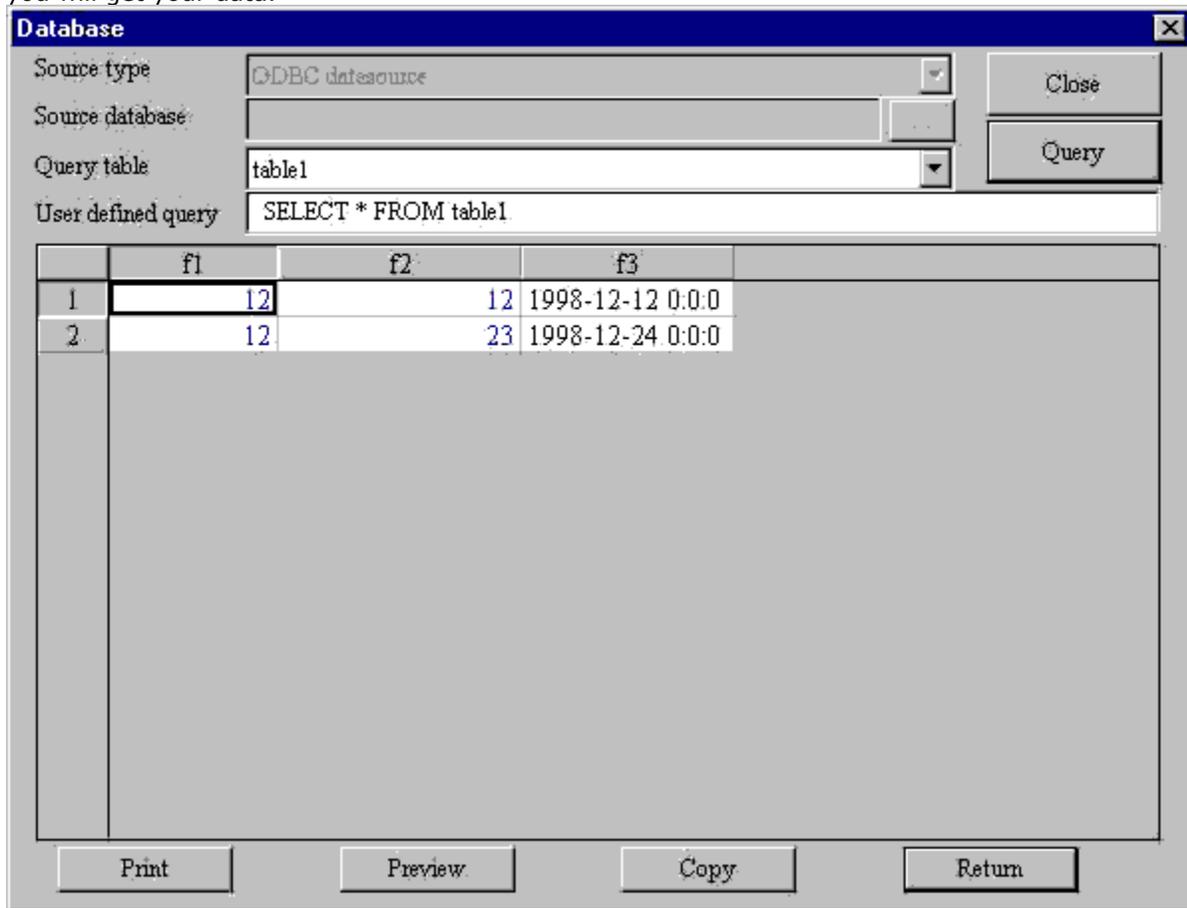


Sybase login dialog will show, use the default id: sa, no password if you haven't set after install Sybase, Click OK,



then we come to end at last, see this, you can select table, or make query string yourself, Click Query

you will get your data.



4 Use Cell Control

There are two methods to open an ODBC data source (one can return tables list):

BOOL DoOpenODBCDbase(LPCTSTR connectstr, VARIANT FAR* tables)

BOOL DoOpenODBCDbaseVfp(LPCTSTR connectstr)

If you give a NULL or Empty connect string, the ODBC data source dialog will show, the dialog will not show if you connect string not NULL. for example, the connect string of the sample in Cell Spreadsheet is:

"DSN=sybase11;SRVR=nt4;DB=database1;UID=sa;PWD="

